

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Tony Theisen, Vice Chair
Kris Schuller, Tony Theisen, Mark Tumpach

ADMINISTRATION COMMITTEE

Thursday, July 28, 2011

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Special June 15, 2011 and June 23, 2011.

1. Review of minutes:
 - a. Facility Master Plan Subcommittee (June 16, 2011).
 - b. Housing Authority (June 20, 2011).

Communications

- 1c. Communication from Supervisor Miller Re: That the Administration Committee of the Brown County Board of Supervisors be expanded to include three Brown County High School students as non-voting members to participate in all non-closed session discussions. This would be done on an experimental basis for one year.

Information Services

2. Budget Status Financial Report for May, 2011.
3. Resolution re: To Approve Expenditure to Complete Information Services Needs Assessment.
Referred from July County Board.
4. Director's Report.

Facility & Park Management

5. Budget Status Financial Report for May, 2011.
6. Budget Adjustment Request (11-88): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
7. 2012 Capital Improvement Plan – 5 year Outlook Summary.
8. Director's Report.

Human Resources

9. Activity Report for June, 2011.
10. Budget Status Financial Report for May, 2011.
11. 2nd Quarter, 2011 Report.
12. Update on Chapter 4 Revision (standing item).
13. Director's Report.

Department of Administration

14. Budget Adjustment Request (11-85): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
15. 2011 Budget Adjustment Log.
16. Government Financial Officers Association Certificate of Recognition for Budget Preparation.
17. Resolution re: To Establish Loan and Public Safety Radio Equipment Purchase Program.
18. Director's Report.

Treasurer

19. Budget Status Financial Report for May and June, 2011.
20. Treasurer's Financial Report for the Months of April and May, 2011.
21. **County Clerk** – Budget Status Financial Report for May 31, 2011.

Child Support Agency – No agenda items.

Other

22. Audit of bills.
23. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Administration Committee** was held on Wednesday, June 15, 2011 in Room 210 – City Hall, 100 N. Jefferson Street, Green Bay, Wisconsin.

Present: Tom Lund, Mark Tumpach, Tony Theisen, Kris Schuller

Also Present: County Executive Streckenbach. Supervisors Scray, Kaster, De Wane, Andrews, LaViolette, Buckley, Fewell, Carpenter. John Luetscher, Jeff Oudeans

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 6:45 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve the agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Award Contract for Repair of the Courthouse Roof.

Supervisor Theisen arrived at 6:48 p.m.

Jeff Oudeans, Facilities Project Manager, informed that the recommendation from Facilities was PHD Roof Doctors. He informed that he had done some checking, they are employees of GQ Roofing which is a roofing contractor for Brown County. He added that the company was seven years old and had a list of references.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve PHD Roof Doctors for \$65,475. Vote taken. MOTION CARRIED UNANIMOUSLY

2. Resolution to authorize use of Funds to Retain Investigator.

Corporation Counsel John Luetscher thanked the committee for bringing this item forward. He informed that after the last Administration Committee meeting a couple supervisors had spoken with him and questioned the necessity of having an investigation to the claim made by Ms Klarkowski. Subsequently he had researched the Brown County ordinances and internal policies, both require an investigation when an allegation of sexual harassment had been made. The Brown County ordinance required that the investigation be conducted by the Personnel Director in conjunction with the Affirmative Action Officer. Ms Klarkowski is both the Affirmative Action Officer and although the county doesn't have a personnel director Klarkowski performs the functions of that position in the Human Resources Department. The county had a legal requirement for this type of investigation, a notice of claim had been made, the county's insurer had appointed counsel to evaluate the claim. At this point Luetscher felt

the county needed an investigation, he added that he was not a human resources expert but his strong impression was any responsible employer would investigate an allegation of sexual harassment. The fact that they are a government entity makes it even more important. He stated he had \$31,000 set aside for outside counsel. His plan if this resolution was approved to draw out of those funds. Luetscher expected this investigator would work under the direction and supervision of the attorney who is appointed by the county's liability insurance to conduct the investigation. Luetscher informed that he had shopped around to get an idea on hourly rates for investigators and the lowest was \$50 an hour, the highest \$100 an hour. He felt that this investigation would be virtually all interviews and his guestimate would be around \$3,000.

Supervisor Tumpach questioned if this was something Luetscher could do himself. Luetscher responded that investigation was a skilled profession, he knew a lot about investigating by virtue of his background but he did not have specialized training. He informed that he may be a witness, not to alleged sexual harassment, but to other events and would be a poor candidate. At one time he had thought about shifting this to the Sheriff's department because they have trained investigators but felt they were also not in a good position to conduct this investigation. His principal criteria would be to get someone from outside the county who does not have ties to anyone.

Buckley stated that after the Executive Committee met in closed session he was convinced an investigation should be done just on the basis of making sure that there was no appearance of a cover-up from the county or appearance of special improprieties by the county. He felt this will help the county on what they can do better and limit liability. He strongly advised the committee to approve this money.

La Violette stated that she shared Buckley's concerns and that she was pleased that they were going to hire an outside investigator. She felt they continue to be in a position of liability with the three people involved in the lawsuit working closely together. That should be a concern. LaViolette felt it was not right that they had the same person as head of Human Resources be the Affirmative Action Officer and that should be corrected immediately. Lund suggested that a communication be placed at tonight's County Board meeting about this for next week's Administration Committee meeting.

Fewell stated that on behalf of Corporation Counsel, in speaking with Luetscher, he knew that Luetscher had been proactive and protected certain files. Lund added that it was discussed at the last Administration Committee, those files have been sealed from the parties involved.

Van Vonderen stated that she has had experience in this area from her position at work and stated that this had to be handled very professionally, objectively and with no presumption of guilt on any side. We have to question are we putting this person in a position where they have to deal with the other individuals in the lawsuit and also rely on the attorney to give you counsel because it's a dangerous situation. Van Vonderen agreed that you are better off leaving it in the hands of a third party investigator, keep opinions quiet and let the professionals handle it. If you don't, all that gets accomplished is potentially exasperate a tough situation. Buckley felt as a Supervisor, they have a duty to the citizens of Brown County

to make sure that this is taken care of properly and if there are issues they need to bring them forward.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve resolution to authorize use of funds to retain an investigator. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Such other matters as authorized by law.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to adjourn at 7:00 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, June 23, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Mark Tumpach, Kris Schuller, Robert Miller
Excused: Tony Theisen
Also Present: Supervisor Andrews, Supervisor Fleck, Debbie Klarkowski, Jackie Scharping, Troy Streckenbach, John Luetscher, Carolyn Maricque, other interested parties.

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of May 26, 2011:

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

At this time Chair Lund welcomed Robert Miller to the Committee.

1. Review of minutes:

a. Housing Authority (May 16, 2011)

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Tumpach questioned the portion of the Brown County Housing Authority (BCHA) minutes with regard to election of officers and indicated he thought the County Board was hoping to have representation on the BCHA committee. Lund also recalled the Board had indicated that if there were openings on the BCHA committee that they would like to see Board supervisors appointed due to the fact that the BCHA exists by Board authority. County Executive Troy Streckenbach stated that he intended to look at the structure of the BCHA in more detail and is hoping to have a meeting with Human Services Director Brian Shoup and Sheriff Gossage to take a look at the BCHA overall and the direction they are heading. Streckenbach stated that as he reviews this committee, there may be an opportunity to add supervisors.

Rob Miller stated that he was pleased that Ann Hartman had been appointed as a representative of the BCHA as he felt it was beneficial to have someone on the committee who actually resided in an area where a significant amount of Section 8 housing existed. Miller also was impressed at the rate BCHA has been going after fraud which he felt was opening up dollars for people who actually need the funds. Streckenbach indicated that he agreed with Miller and also stated that Supervisor Nicholson was pleased to see the appointment of Ann Hartman as well. Streckenbach also stated that the root of future discussions would be along the lines of how the funding is allocated and then how the funds are utilized.

Supervisor Schuller recalled from past minutes that the County Board has no authority with regard to the BCHA and Lund stated that this was because the BCHA operates on federal funds. Corporation Counsel John Luetscher confirmed that the County Board has no purse string authority because the County does not fund that agency. He stated that the County's authority is indirect through appointments to the board that oversees the BCHA. The BCHA board has control and true oversight management of the BCHA. Luetscher went on to state that under Wisconsin law it is clear that the Housing Authority is supposed to have an independence from the governmental entity that created it. Luetscher felt that in fairness to the BCHA, they have been pretty responsive to the County Board and he felt that they are willing to cooperate and provide information.

b. Facility Master Plan Subcommittee (May 19, 2011).

Motion made by Supervisor Miller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications:

2. Communication from Supervisor Lund re: We need to explore separating the position of Affirmative Action Officer from the position of Human Resources Manager.

Corporation Counsel John Luetscher spoke on this in general terms and stated that he felt these responsibilities could be divided. He was not able to find any federal or state law that mandates that the County have an Affirmative Action Officer. However, if the County receives federal aid in the form of grants, or if they contract with the federal government, which Brown County does, there is a requirement to have an affirmative action plan and it could be that as part of that plan there is a requirement to have an Affirmative Action Officer. Luetscher felt that beyond that, given the array of antidiscrimination laws, both at federal and state levels, and the fact that Brown County employs over 1,600 people, it would be well advised from a risk management standpoint to have an Affirmative Action Officer. He does not believe there is any requirement that the Affirmative Action Officer has to be the head of the Human Resources Department. Luetscher also stated that the County Board would have the authority to say that the Affirmative Action Officer is some individual other than the head of Human Resources.

Lund questioned the best way to handle this. Luetscher felt that the best way to go about it would be to have the County Executive make an appointment and have the Board confirm it.

Miller asked if there was some reason to believe that the County's current affirmative action performance is inadequate. Luetscher indicated that there are currently pending complaints on the basis of gender harassment/sexual harassment. Lund indicated that the reason he brought this communication forward is due to these complaints and he felt that maybe we need to have an Affirmative Action Officer so there is someone that an employee can take a complaint to and have more people involved.

Executive Streckenbach asked if there was an actual position for Affirmative Action Officer in the table of organization and Luetscher stated that the head of Human Resources is currently the Affirmative Action Officer. Luetscher felt it was probably just a matter of designating an employee to be the Affirmative Action Officer and giving that person those responsibilities and some resources to administer the policies.

Motion made by Supervisor Tumpach and seconded by Supervisor Miller to refer to the County Executive to make an appointment or recommendation of an Affirmative Action Officer. Vote taken. MOTION CARRIED UNANIMOUSLY

Facility & Park Management:**3. Budget Status Financial Report for April, 2011.**

Motion made by Supervisor Tumpach and seconded by Supervisor Miller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Director's Report.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Information Services:**5. Budget Status Financial Report for April, 2011.**

IS Director Bob Heimann stated that the IS Department is currently at 33.3% for the year and their costs going out are at 29.2%.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

6. Resolution re: To Approve Expenditure to Complete Information Services Needs Assessment.

County Executive Troy Streckenbach addressed this resolution and indicated that at a point where budget cuts are being looked and attempts are being made to save money, the last thing anyone wants to do is spend money on a study. Streckenbach stated that he is looking toward the future of Brown County and he felt that technology is key to the ultimate success as far as finding efficiencies. Through his discussions with department heads, it has become apparent that Brown County has made investments in technology, however some of these investments have not been fully implemented, such as the payroll system. Streckenbach did acknowledge that the system is large and it does take some time to implement these things to some degree.

It has also become very apparent to Streckenbach that the IS Department staff is backlogged and stretched very thin for a number of reasons. He felt that IS is currently operating in the best capacity that has been given to the IS Director and his team, however, it is clear the IS Department is taxed and needs help. Streckenbach believes the IS Department should be the nerve center of the County in its future investments and he also commended Heimann and indicated that he has saved the County quite a bit of money through his findings.

Streckenbach felt there might be an opportunity that may have not have been looked at and this is utilizing the infrastructure that the County has become very heavily invested in and the possibility of using fiber optics which technically would bring us to the next generation. Streckenbach also wants to be sure that planning is taking place for what is happening in 5 – 10 years from now. He is concerned that the IS department was not involved in the interoperability process and he felt that another area of concern is the report from the internal auditor from April, 2010 with regard to how information is not being brought to one centralized location with the discussion of how it is going to be deployed, allocating the necessary resources to it, and then making sure that it is followed through. There are a number of areas that he feels the County needs to look at from an IS standpoint and then be prepared to make the financial allocations to support it because right now we have an area that is ultimately essential to the success of the County and Heimann needs staff, however, Streckenbach is not prepared to make an investment in more staff until he feels the County has made the right investment in the overall long term strategic plan.

Streckenbach felt that IS needs to give the County Board a picture of what the future looks like and what the costs of maintaining it looks like. He was also surprised to learn that we made a large capital investment in our infrastructure which was amortized over 10 years but we are going to replace it in five years. Streckenbach stated that this is by no means an attack on Heimann or his department, but rather it is about making him better and stronger in the vision that he has. Streckenbach felt that Heimann is doing the best he can within the confines that he has been given by the County.

As Streckenbach is making this budget decision for the County regarding adding more to the IS budget, he wants to reassess where we're headed and then allocate funds where necessary.

They are not asking for additional general fund money for this study. The money would be taken out of the existing professional services balance. Each year there is a small carryover and Streckenbach is confident that they will be able to continue carrying over some funds to do some of the projects on the IS list such as external audits, security and PCI compliance. Streckenbach concluded by stating that as a County we are facing the time of looking at replacement of the infrastructure with a private cloud. The fact remains that at some point we will need to bond a lot of money to replace the infrastructure and before that decision is made, Streckenbach felt we need to have a plan as to whether or not we are going to that phase or we are going to go to where the private sector is directing us and that is to eventually look at cloud computing. Streckenbach is not arguing for either one of those at this time, but is simply saying that we need to take a step back and see where we are headed. Streckenbach felt that the study would cost between \$40,000 - \$75,000.

Miller asked about the possibility of using some sort of free software instead of purchasing Microsoft. He currently uses free software, Open Office, which is updated automatically and he is very happy with it. He understands that some people may not think this is as good as the Microsoft product, but he felt it could be used without any problems. He suggests that we start looking in that direction and he reported that he is aware of several municipalities able to run their entire municipal operations on versions of Linux, which is also free.

Streckenbach stated that he hoped the study would at least investigate this as it is also his understanding that there are municipalities that use free software. He is in favor of investigating this and considering if it would be feasible. Streckenbach stated that he is hoping the study will help dictate whether or not we are going to get into the large expenditure internally or if we start to migrate in a different direction. Miller pointed out another benefit of using different operating systems is that you can use older computers so computers could be used longer and as a consequence would be replaced less often.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve moving forward with the study. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Director's Report.

IS Director Bob Heimann wished to update the Committee on two points contained in his director's report. The first was that the ADRC will be replacing their financial management software from FUNDWARE with another copy of the New World System Logos that Brown County uses.

Secondly, the Health Department will be replacing their old DOS based PC software package CHAMPS that was used for client management with a new module within the Netsmart software currently being worked on for Human Service Electronic Medical Records.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support Agency:

8. Budget Status Financial Report for April, 2011.

Motion made by Supervisor Tumpach and seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Establish a fee structure for NIVD Fees. *Referred from May meeting.*

Child Support Director Jackie Scharping asked the Committee for approval to work with Corporation Counsel to draft an ordinance for a fee schedule. She has come up with several proposals to charge fees as follows:

- \$35.00 fee for issuing income withholding notices
- \$35.00 for account reconciliation
- \$35.00 for reconciliation of PEOs

These are activities that can be specifically identified and for which charging a fee is allowed. Lund stated that the reason it is becoming necessary to charge for some of these services is due to the fact that the County is getting less money from the state and federal government. NIVD cases are identified as cases that do not have applications on file with the Child Support Agency. There are situations where parties have not applied for services but the Child Support Agency is still statutorily required to maintain the information on their system.

Miller stated that he was under the impression that child support issues were handled by a system in Milwaukee. Scharping indicated that there is a statewide system that uses the state designed KIDS software, however, every county is still required to maintain their court orders within that child support system. Brown County currently has about 14,000 cases that have applications on file, either by referral of economic support or the individual comes in and applies for services. There are 5,000 NIVD cases in Brown County and these are the cases in which Scharping would be asking that a fee be charged for doing certain work. Scharping also stated that revenue is reduced by these NIVD cases because the federal government has said that they really should not be doing work on these cases, but the Wisconsin Statutes require them to.

Miller asked for additional clarification on the Milwaukee disbursement unit. Scharping indicated that the disbursement unit is a company the state contracts with to run the financial program. They accept all child support payments and disburse child support payments, but they do not handle the ins and outs of issuing notices to employers. If a payer has a question as to whether a payment was credited, they contact the Brown County Child Support Agency. Scharping also stated that these payers can look up their account online or at a kiosk in the Child Support Office. Miller questioned charging a fee for a misapplied payment and he is concerned that a person would be asked to pay a fee of \$35.00 to get it straightened out. Scharping clarified that what she is referring to as far as reconciliation would be cases in which a person is indicating they are in child support arrears that might not be correct. In some instances the court or a party may ask the Child Support Agency to go back a number of years and verify payments and it takes a lot of time and effort by staff to reconcile the account. This is time spent that actually reduces the amount of money that they receive as revenue because they are able to claim their expenditures to the state and they get reimbursement for that. However, the federal government has said that they actually should not be doing that work so they reduce

the amount of time that workers spend on those situations. Miller asked if someone requested a reconciliation and the reconciliation came out to agree with what the requester felt, if those people would still be charged for the reconciliation. Scharping indicated that they would still be charged as the work would be done regardless of the outcome. Miller's concern is that he does not feel a person who justifiably finds a mistake made by the Child Support Agency or the company in Milwaukee should be charged a fee for bringing it up. Scharping stated that it is not normally a mistake that was made, but many times there is a difference in calculations from when a court order started to when a payment was received, especially in percentage reconciliation situations. Many times it is not necessarily when a court order was started, but more a matter of providing what the income was at a certain time and what payments came in at a certain time. Many, many times the reconciliations are not based on an error, but rather on the commencement date of the order and the date the amount was paid and changes in the orders between that time. Scharping stated that if there is a justifiable error made on the part of a staff member, the fee would still be charged as the work on the reconciliation was done. If an error is found, the record is adjusted accordingly.

Schuller asked if there are any agencies that have policies in place to address the issue brought up by Miller. Scharping stated that the work is done regardless and she is not aware of anyone who would give a refund if an error is found. The mistake would be corrected but the fee would still be charged because the work was done. Schuller also asked if the fees being proposed are in line with other counties and Scharping stated that they are similar to what other counties are charging. Scharping is also not aware of any county that waives a reconciliation fee if an error is found.

Motion made by Supervisor Miller and seconded by Supervisor Tumpach to approve an NIVD fee structure. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources:

- 10. Budget Status Financial Report, April, 2011.**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 11. Human Resources Activity Report, May, 2011.**

Motion made by Supervisor Tumpach and seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 12. Budget Adjustment (11-70): Increase in expenses with offsetting increase in revenue.**

Human Resources Director Debbie Klarkowski stated that the original allocation for this included all of the employees at Syble Hopp but should have only included one employee. This budget adjustment is to pay the money back and it is coming out of the short-term disability fund.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 13. Update on Chapter 4 Revision (standing item).**

Klarkowski indicated that the focus groups have completed and they are working on compiling data. Work is continuing on updating Chapter 4 along with the HR policies. Streckenbach wished it be noted that this revision would take the place of any labor contracts.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director's Report.

Klarkowski indicated that the quarterly report will be available for the next meeting. The only thing that she had to report this month is that effective June 1 Reliant Standard began administering the County STD and FMLA.

Motion made by Supervisor Tumpach and seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration:

15. Budget Status Report for May, 2011.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. 2011 Budget Adjustment Log.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Ordinance To Create Sec. 3.31 of the Brown County Code Entitled "County Procurement".

This item was removed from the agenda at the request of Corporation Counsel John Luetscher.

18. Budget Adjustment Request (11-78): Increase in expenses with offsetting increase in revenue.

Finance Director Carolyn Maricque indicated that this resulted from the bonding issuance in 2011. When the County had the levy for the bonding issuance there was more money because of the extra interest that was expected for 2011; however, since there will not be as much interest they are able to use some of these funds for closing costs so they did not have to take as much out in bonds.

Motion made by supervisor Tumpach and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Budget Adjustment Request (11-83): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).

Motion made by Supervisor Tumpach and seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Director's Report.

Maricque added to the director's report in the agenda packet that the update to the airport Kronos system will be done this weekend and they should be live on the new system on Monday, June 27, 2011. Schuller asked the timeline for the other departments to go online with Kronos. Maricque stated that the next department to be on will be the Highway Department and this is expected to take the remainder of the year. Streckenbach indicated that the target

date for completion was 2014. Heimann indicated that the payroll will go live on January 1, 2012 and the remaining departments will be added in 2012 and 2013. Streckenbach stated that at the Public Safety Committee meeting there were some supervisors who were surprised that the Sheriff's Department was not already online to save overtime costs. Streckenbach wanted to make sure the Committee understands that they are not sitting back waiting for it to happen and that this is a time consuming process.

Schuller asked if there was any estimate as to what the cost savings will be once this system is implemented. Klarkowski indicated that she is not aware that an estimate has been made. Right now there are two payroll specialists who process the payroll for all of Brown County with the exception of the CTC. Klarkowski does not know at this time if it is expected that some of the payroll specialist's time can be reallocated. Streckenbach stated that he felt there would be a short-term savings that will be realized during the first two years and after that the savings will level out. Streckenbach feels the system will provide better accountability of employees' time and will be able to find discrepancies in our system and more importantly will provide a better check and balance system on the staff.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk – No agenda items.

Treasurer – No agenda items.

Other:

21. Audit of bills.

Motion made by Supervisor Tumpach and seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Such other matters as authorized by law.

Motion made by supervisor Tumpach and seconded by Supervisor Schuller to adjourn at 6:49 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Thursday, June 16, 2011 at 5:30 p.m. in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Carole Andrews, Mike Fleck, Pat Wetzel

Excused: Bill Clancy

Also Present: County Executive Troy Streckenbach, Jeff Oudeans, Doug Hartman

1. **Call to Order.**

The meeting was called to order by Chair Andrews at 5:30 p.m.

2. **Approve/ Modify Agenda.**

A motion was made by Supervisor Fleck, seconded by Supervisor Wetzel to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. **Approve/Modify Minutes of May 19, 2011.**

A motion was made by Supervisor Wetzel, seconded by Supervisor Fleck to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. **Comments from the Public.**

County Executive Troy Streckenbach addressed the Committee at this time. He stated that he felt some decisions need to be made with regard to the MHC building. He is aware that Facilities Management is doing a considerable amount of work in processing options including demolition as well as keeping the property on the market, but he felt that at some point a final decision needs to be made.

Streckenbach also indicated that he felt the County needs to look at options available to the Health Department including whether they should stay at their current location on Broadway and continue to make lease payments, whether the County should attempt to purchase the property and make some renovations, or look at the possibility of relocating the Health Department to a location more central to the downtown County campus. There have been concerns by the Health Department that the property they are currently renting is not being properly maintained and it would be their desire to purchase the property and make renovations to make it more appropriate for the Health Department's use. The Health Department does like the location they are in as it provides adequate parking for their clients and is in a good location for the clients they serve. Streckenbach felt the County was at the point where a strategic plan for the Health Department should be considered.

5. **Update on old MHC building.**

Facility Projects Manager Jeff Oudeans provided the Committee with a rough draft of a MHC Demolition Plan, a copy of which is attached. Oudeans stated that Facilities is continuing to investigate alternatives such as the VA option and selling the property. They have also met with a construction company to discuss how to go about demolishing the property. Auctioning off the furniture that remains in the building is also being explored. County Executive Streckenbach indicated that the Drug Task Force had sent a communications to Bill Dowell regarding the

possibility of using some of the furniture and furnishings that are still at the MHC and Oudeans indicated that there are a lot of items out there that are still usable. The discussion continued with regard to the VA project, however, no funds are available for a feasibility study for this project. Oudeans stated that Bill Dowell will continue to investigate options. Oudeans also indicated that there is asbestos in the building which will also need to be dealt with and this would be separate from any demolition contract.

**Motion made by Supervisor Wetzel, seconded by Supervisor Fleck to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

6. Update on Sheriff's Office building.

Facility Project Manager Jeff Oudeans provided the Committee with a Sheriff's Office Move Plan, a copy of which is attached, and stated that the Sheriff's Office project continues to be on schedule and should be done by June 30 and the move is scheduled to take place on July 13 – 14. The concrete has been poured for the new building and they were able to catch up on all work that had previously been delayed due to rainy weather. There was some leakage in some of the windows and it was discovered that this had been caused by some missing flashing. This has been fixed and a change order is in the works. Oudeans also indicated that there was no money to paint the exterior of the building so this will be put off until 2012.

**Motion made by Supervisor Wetzel, seconded by Supervisor Fleck to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

7. Report of efforts to reconcile space needs at the NEW Zoo.

Assistant Park Director Doug Hartman stated that he, Bill Dowell and Neil Anderson had met recently and had a tour of the NEW Zoo and looked at a number of storage and operation buildings. There is a storage shed for equipment and special events type of items, a building to store animal cages and dry food and coolers, an animal hospital and veterinary center and an education building. Future plans include a new education building and when this is complete there will be space available in the old education building. They discussed some current needs, however, the meeting turned into a more in depth discussion regarding how the educational center could be best used and how the animal hospital could be expanded.

Hartman stated that a new engineer had been hired by the County recently. This engineer, Doug Marsh, has an architectural background and has done space needs work in the past and he will be taking a look at all of the buildings at the NEW Zoo and will put together some planning documents for Neil Anderson for areas such as the food prep area and the educational building. Marsh will meet directly with Anderson to see what he wants and needs and how it all ties in with the Zoo's master plan.

**Motion made by Supervisor Fleck, seconded by Supervisor Wetzel to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Report of the Facilities Director.**

Assistant Park Manager Doug Hartman reported on the various energy projects going on throughout the County with block grant funds and Focus on Energy rebates. Photovoltaic (PV) projects are currently being performed at five locations including the fairgrounds, ADRC, Barkhausen, Sheriff's Office and Weyers-Hilliard Library. These projects will turn the sun's energy into electricity, either for use while the buildings are occupied or for sell back to the utility at the same price that the County would pay for it. The project at the fairgrounds consists of five rows of 18 panels each and should be done within the next few days. Roof penetrations have taken place for the project at ADRC and the panels will be installed in mid-July. The project at Barkhausen will consist of a fixed racking system and two dual access tracking units. The Sheriff's Office portion of this PV project will consist of six to eight pedestals on the south side of the building. The last portion of the project will be at the Weyers-Hilliard Library and will consist of two tracking pedestals. All of these PV projects should be complete by the end of September.

Hartmann indicated that they would like to have some sort of interpretive display at some of these project sites to explain the projects and the benefits of them. There will also be energy performance monitors that will provide real-time data to the internet and anyone would be able to access the website to see how the panels are set up and how much energy they are generating at any time.

Other energy projects currently underway include lighting projects wherein 32 watt bulbs are being replaced with 28 watt bulbs in the Sophie Beaumont Building, Law Enforcement Center, Northern Building and Courthouse as well as a solar hot water project at the Jail. The ADRC is installing a direct digital control for their HVAC system and this should be done by the end of summer and will make energy usage in that building much more efficient. Finally, energy projects have been completed at the library and they are now documenting some significant savings in energy costs.

**Motion made by Supervisor Wetzel, seconded by Supervisor Fleck to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **Such other matters as authorized by law.**

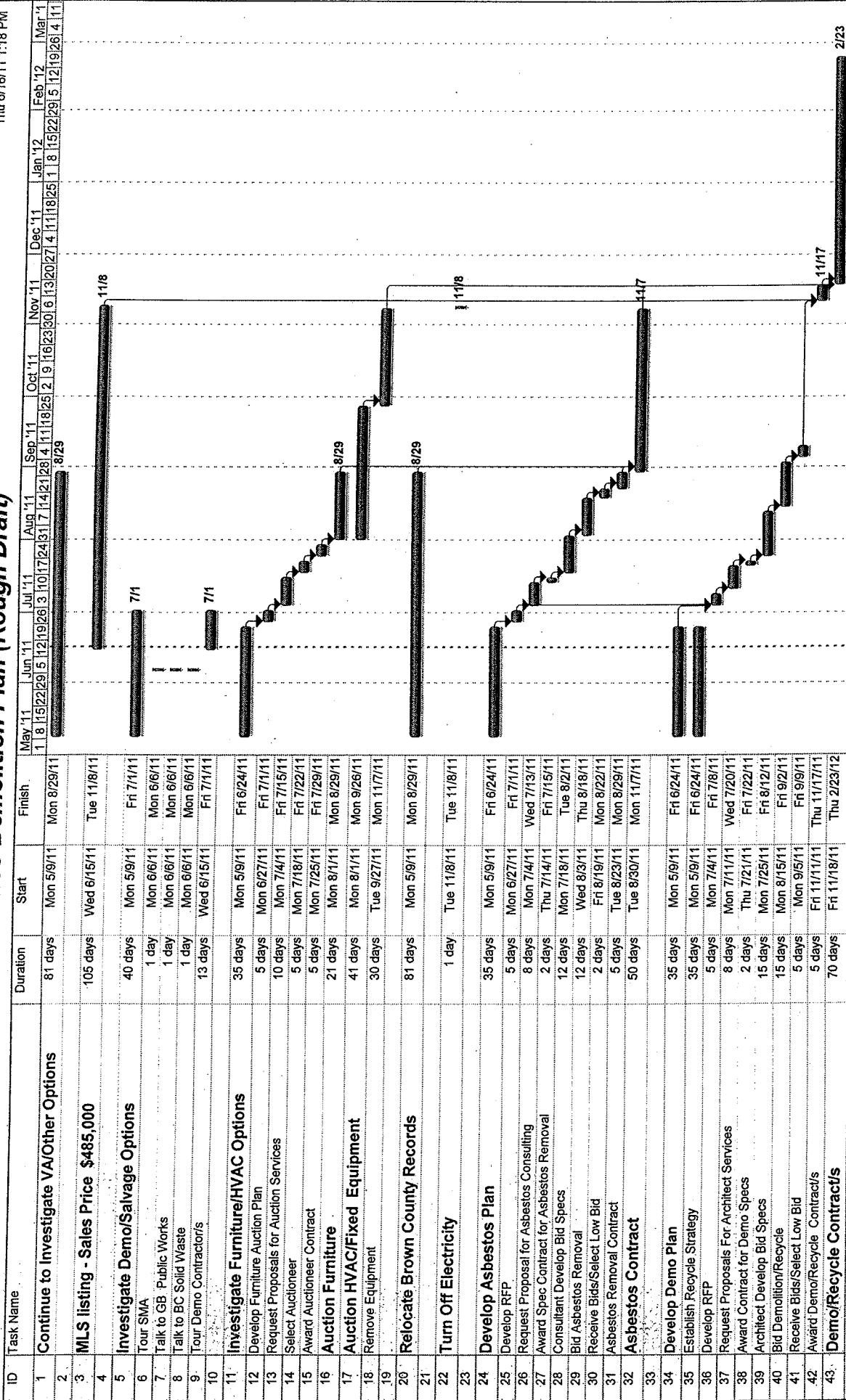
There will be no Facilities Master Plan Subcommittee meeting in July.

**Motion made by Supervisor Fleck, seconded by Supervisor Wetzel to adjourn at 6:12 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

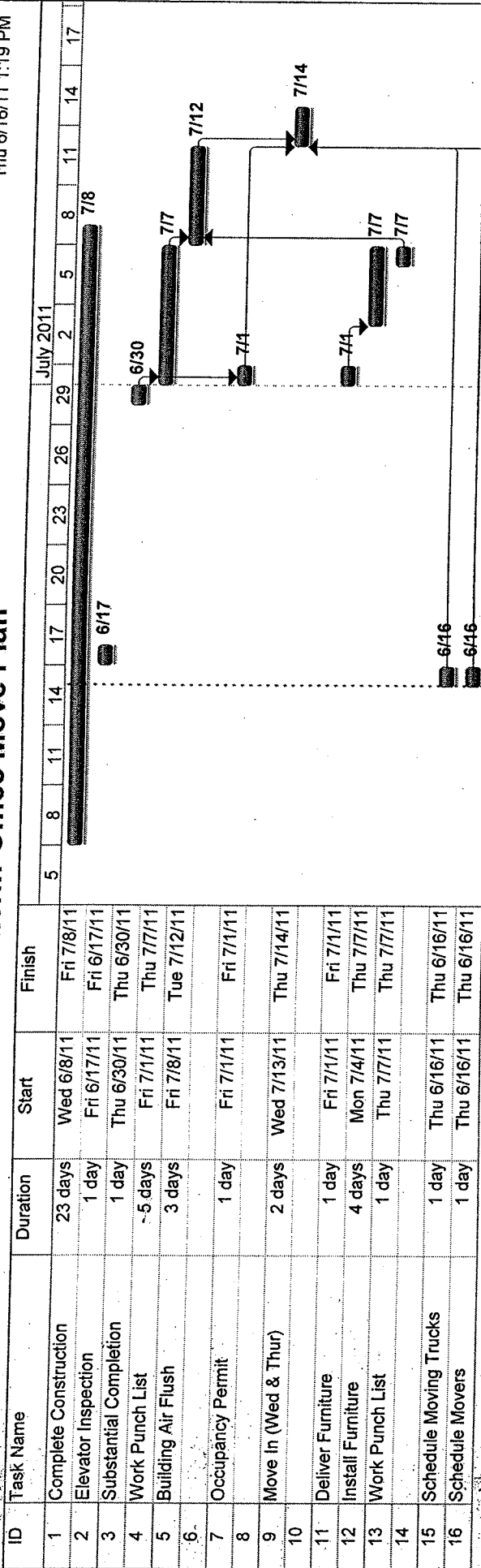
Therese Giannunzio
Recording Secretary

MHC Demolition Plan (Rough Draft)



Sheriff Office Move Plan

Thu 6/16/11 1:19 PM



Project: Sheriff Office Move Plan 0616
Date: Thu 6/16/11

Task
Split
Progress

Milestone
Summary
Project Summary

External Tasks
External Milestone
Deadline

la

**Brown County
Facilities Management
Budget Status Report
5/31/2011**

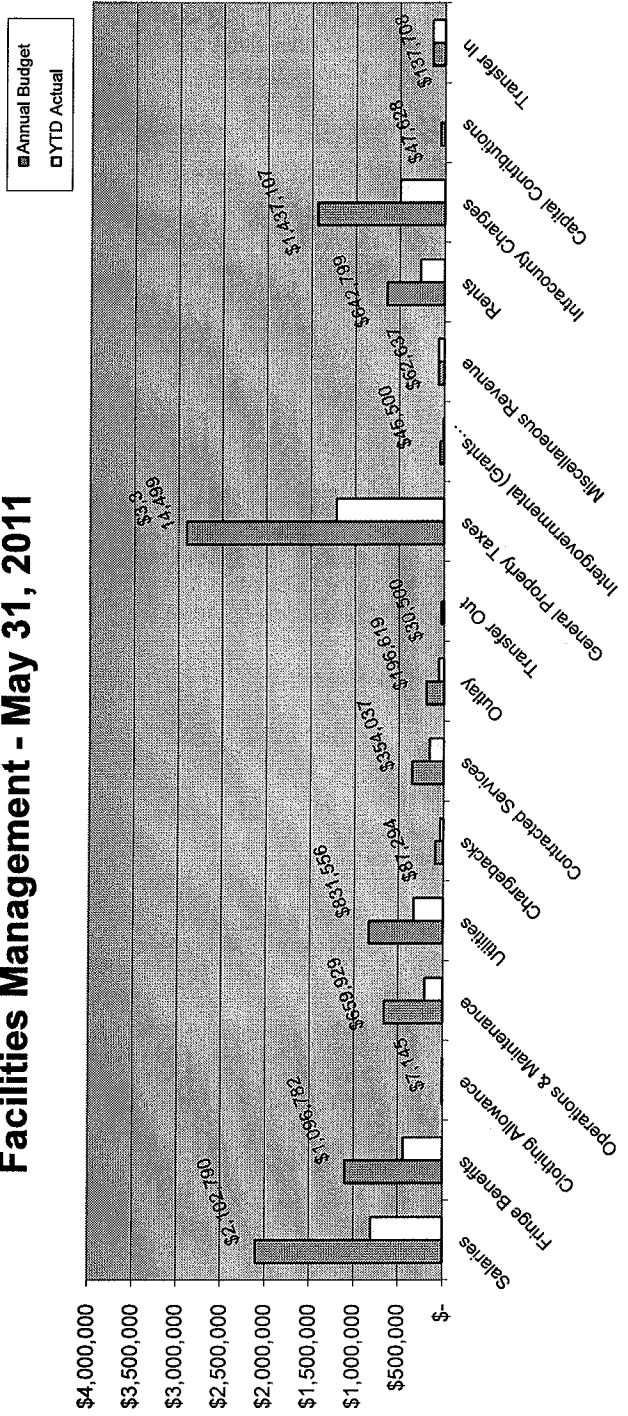
	Annual Budget	YTD Actual
Salaries	\$ 2,102,790	\$ 803,244
Fringe Benefits	\$ 1,096,782	\$ 442,292
Clothing Allowance	\$ 7,145	\$ 1,095
Operations & Maintenance	\$ 659,929	\$ 202,258
Utilities	\$ 831,556	\$ 329,480
Chargebacks	\$ 87,294	\$ 33,532
Contracted Services	\$ 354,037	\$ 158,232
Outlay	\$ 196,619	\$ 54,872
Transfer Out	\$ 30,500	\$ -
General Property Taxes	\$ 2,903,941	\$ 1,208,975
Intergovernmental (Grants & Services)	\$ 45,500	\$ 6,250
Miscellaneous Revenue	\$ 62,637	\$ 63,581
Rents	\$ 642,799	\$ 268,090
Intracounty Charges	\$ 1,437,107	\$ 502,058
Capital Contributions	\$ 47,628	\$ -
Transfer In	\$ 137,708	\$ 137,708

HIGHLIGHTS:

EXPENSES: \$ 2,025,005 37.73%

REVENUES: \$ 2,187,662 41.45%

Facilities Management - May 31, 2011



MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, June 20, 2011
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

OTHERS PRESENT: Robyn Hallet, Matt Schampers, Rob Strong, Dawn DeWitt, Chip Law, DonElla Payne, Matt Roberts, Michael Devillers.

APPROVAL OF MINUTES:

1. Approval of the May 16, 2011 minutes of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by T. Diedrick, to approve the minutes of the May 16, 2011, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Letter from Housing Authority Insurance Group regarding dividends.

R. Hallet indicated that the BCHA received dividends, totaling \$537.80. R. Aicher questioned if there was a difference between a special dividend and a regular dividend. R. Hallet stated she would follow up with Housing Authority Insurance Group for clarification on the types of dividends.

3. Email communication from HUD regarding HCV Administrative Fees for CY 2011.

R. Hallet stated that this item is in reference to agenda item 7; particularly in regards to HUD's recommendation that PHAs explore cost-saving measures.

M. Welch questioned if the key number was 92 percent pro-ration. C. Law indicated that's what the proration was; now it is reduced to approximately 80 percent. R. Aicher clarified that what was 92 will be 80. C. Law confirmed.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program

- A. Preliminary Applications

D. Payne stated that for the month of May there were 209 preliminary applications.

- B. Housing Assistance Payments

D. Payne indicated that HAP expenses were at \$1,173,897.00 for May.

- C. Housing Assistance Unit Count

D. Payne stated that unit count for the month of May was at 3,022.

- D. Housing Quality Standard Inspection Compliance

M. Roberts indicated that the total inspections conducted in May were 382, of which 46.07 percent passed on first inspection; 24.87 percent passed on re-evaluation; and 29.06 percent failed.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that year-to-date, ICS is \$2,126.64 under-budget.

F. Portability Activity

D. Payne indicated that port-outs for the month of May were at 121, totaling \$105,580.00, and port-ins were at 16, for a total of \$4,951.00.

G. SEMAP Monitoring Report

D. Payne stated that SEMAP monitoring was at 103 percent for the year-to-date, which places the BCHA at a higher performer.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne indicated that there were 115 clients for the month of May, 33 escrow accounts, and one graduate. There were no new contracts for May.

I. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there were 88 homeowners, which is slightly lower than April due to some clients being removed from the program. These families' incomes increased, which made them more self-sufficient and ineligible for the program.

J. VASH Reports

D. Payne indicated that for May there were 10 participants and two new clients in June.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated that there were 15 new investigations; two of which were closed and 15 active investigations. There were 134 applications processed, of which 131 were approved. There were 27 out of state records checks and three additional household member checks.

OLD BUSINESS:

5. Review and approval of revisions to Chapter 3 (Eligibility) of the Housing Choice Voucher Administrative Plan.

D. Payne stated that ICS made some changes to Chapter 3 last month and at the Commissioners request, wording was changed to indicate "agency" versus listing all of the shelter names. This eliminates the chance for an agency to be left out.

A motion was made by R. Aicher, seconded by D. Hallet, to approve the revisions to Chapter 3 (Eligibility) of the Housing Choice Voucher Administrative Plan. Motion carried.

6. Discussion and possible action regarding notice of foreclosure action against a Housing Choice Voucher Homeowner who also received a \$20,000 downpayment/closing cost loan from BCHA.

R. Hallet stated that this item is carried over from May's meeting. Further information regarding this issue has been provided to the Commissioners to address questions brought up in the May meeting.

R. Aicher stated that if the BCHA was looking at retaining some of the \$20,000, it would end up paying more out to the lending bank than receiving in.

A motion was made by D. Hallet, seconded by R. Aicher, to abstain from having any interest in this particular property and write it off of the BCHA account. Motion carried.

7. Discussion on Federal funding and plans to absorb the impacts of reduced funding.

C. Law stated that one of the components discussed at the last meeting involved an audit, of which there were no findings. C. Law distributed a chart illustrating the monthly breakdown of administrative expenses ICS incurs for the HCV program. The chart shows that salaries and benefits are the two biggest components, followed by rent and utilities. Investigative services with Langan are next. Administrative costs to administer the FSS Program is next, then postage, copier/office supplies/printing, IT services, property and liability insurance, and software support. There are also other operating expenses, which are listed at the bottom of the chart. C. Law stated that this breakdown is a further illustration of the numbers provided in the 52681B report, and are year-to-date. C. Law indicated that D. Payne has been working on some cost-saving measures.

D. Payne stated that with regard to the HUD funding cuts, one of the issues that ICS is dealing with is that several staff have resigned in order to go back to college and ICS has decided not to refill those positions. With a recent lean event ICS conducted, they have found some quick fixes to streamline processes, including a time limit for landlords to return leases and HAP Contracts and combining the termination and overpayment hearings. ICS has also stopped absorbing port-ins due to the lack of funding, per previous guidance from the BCHA.

D. Payne indicated that ICS will not be offering any more new vouchers. All applicants are told that the waiting list is approximately 12 months.

A. Hartman questioned if there is anything ICS can do to penalize landlords for not responding in a timely manner regarding the lease and Contract. D. Payne explained the process and that landlords do not receive Housing Assistance Payments until HAP Contracts are returned.

M. Welch pointed out that administrative expenses have been about \$115,000 per month. As the letter from HUD in agenda item 3 points out, there is a 12% reduction in the administrative fees, which amounts to \$13,600 per month. This is now coupled with the fact that we'll have to reduce the number of Vouchers given out. M. Welch inquired how ICS plans to handle this loss. M. Schampers and C. Law reiterated that the \$40,000 in reserves that was authorized at the last meeting would carry us to September, at which time ICS will present a more comprehensive analysis of cost saving measures they will take.

D. Payne mentioned one measure that they are exploring is the investigative costs. C. Law explained that most of the applicants that Langan & Associates denies are ones which ICS already questioned, but had them go thru Langan to get validation; it's not that these

cases have slipped past ICS, but rather that ICS had already red-flagged them because of some potential disqualifying factors that need to be investigated further.

R. Aicher asked how much we anticipate having to take from reserves during the next 15 months. M. Schampers responded that according to projections made by HUD Milwaukee, there would be slightly more than \$500,000 in reserves at the end of 2012, without counting fraud and non-fraud recoveries, which are projected to be another \$250,000-\$300,000. However one caveat is that these projections assume receiving set aside funding for both this year and next year. If we don't get these set asides, then we'd be looking at the reserves being down to about \$50,000, not counting the fraud and non-fraud recoveries. The set aside application was recently submitted and we don't expect to hear back for at least two months. So reserves could be anywhere from \$50,000 to \$800,000.

8. Discussion and possible action on investments.

M. Schampers distributed a handout and explained this was inquired about several months ago. He has looked primarily at CDs because of HUD requirements that investments be either FDIC insured or collateralized, which limits our options. He explained that he contacted various banks and put together the spreadsheet showing the interest rates for various lengths of CDs. Because the limit to be FDIC insured is \$250,000, we'd have to split our funding among various banks. He spoke to Nicolet Bank and learned that they offer an 80 basis point checking account, which would work for our unrestricted funds because they are not subject to HUD's requirements. This is better than any CD rate less than 12 months, plus it makes it fully liquid. For the restricted funds, we could look into CD options, however based on the conversation we just had, we are going to be spending our reserves over the next 12 months, so a CD is not the best option. Nicolet offers a money market that would work for our restricted funds called CDARS, through which Nicolet would open money market accounts at as many banks as necessary to allow us to have FDIC coverage; Nicolet would monitor those accounts which would relieve the Senior Accountant from having to do so. This CDARS program is worth 40 basis points and also gives us the liquidity we need. M. Schampers explained that by doing this would we not only get the liquidity, but we'd also earn approximately \$21,000 more than we did in the past year.

M. Schampers also pointed out that another advantage with Nicolet Bank is that Doug Daul, the VP of Cash Management, is the City of Green Bay's former Finance Director, so he is very knowledgeable about finances for public entities, which would be very helpful to us. M. Schampers recommendation is switching to Nicolet Bank, opening checking accounts, then looking at CDs once we have reserves to invest.

R. Aicher expressed concern over having more than \$250,000 in the checking account since anything more than that would be uninsured. We'd be putting \$1.5 million at risk so we could earn another \$3,000 to \$4,000 of interest, which he didn't feel was worthwhile.

M. Schampers expressed he didn't feel it was worth sacrificing liquidity in order to get a higher interest rate that a 9 month CD would offer, however we could do so with the unrestricted funds. If we are not looking to spend the unrestricted money soon, we could put that into a 12 month CD with 90 basis points and get the same results.

R. Aicher reiterated that his opinion is that the potential return is not worth the risk of having our money uninsured. As for the type and length of investments, he feels this could be at staff and management's discretion.

A motion was made by R. Aicher and seconded by T. Diedrick to have a resolution to keep all money in insured accounts, do a cash needs assessment, and for staff to allocate funds based on the rates and the need for cash. Motion carried.

M. Welch pointed out that we should review investments at least annually, perhaps more often as needed.

NEW BUSINESS:

9. Discussion and possible action regarding Tenant Protection Vouchers.

R. Hallet stated that staff is still looking at the pros and cons of taking the Tenant Protection Vouchers that are available to the BCHA. Staff still has some questions for HUD about this and wants to further analyze the benefits and disadvantages of taking these 150 additional Vouchers. HUD has not given us a deadline by which we need to decide.

M. Schampers explained that these Voucher essentially operate the same as other Vouchers and are available because of the project-basing of the former Port Plaza Towers residents in their new locations. R. Strong indicated we want further clarity from HUD on how taking these additional Vouchers will impact our funding and the timing of when they would be available to assist people in our community.

10. Approval to renew agreement with Catholic Charities for reimbursement of pre- and post-homeownership counseling for Housing Choice Voucher Homebuyers.

R. Hallet explained that last year BCHA signed an agreement with Catholic Charities to allow Catholic Charities to provide homeownership counseling to clients looking to purchase a home through the Housing Choice Voucher Homeownership program. Catholic Charities hasn't had any such clients yet, because more focus has been placed on foreclosure prevention rather than new home purchases, but they would like to renew the agreement so they are able to serve any such clients.

A motion was made by D. Hallet and seconded by A. Hartman to renew Catholic Charities' pre- and post-homeownership counseling agreement. Motion carried.

R. Aicher questioned what the home buying activity has been with NeighborWorks regarding the Housing Choice Voucher Homeownership Program. D. Payne responded that there have only been a couple of new homebuyers in the past year.

INFORMATIONAL:

11. 2011 Income Limits published by HUD.

R. Hallet explained that HUD published new income limits effective May 31st. She stated that the income limits have increased rather significantly in comparison to previous years' increases, which is beneficial for clients whose income may be boarder line. These are HUD required income limits.

BILLS:

R. Hallet explained that a print out of the bills was not provided but that there were only two bills. M. Welch stated they include travel reimbursement of \$249.27 for M. Schampers's travel for training and \$12,982.64 for salaries and fringe benefits.

A motion was made by T. Diedrick and seconded by D. Hallet to approve the bills as presented. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

12. Invitation to ICS's Self Sufficiency Programs Graduation Ceremony.

D. Payne invited all Commissioners to the Self Sufficiency Programs Graduation Ceremony on July 8th at 1:00 PM.

R. Strong thanked the Commissioners who attended the grand opening of the Trail Creek and Woodland Park Apartments. He stated the buildings look very nice and one wouldn't know by looking at them that they are affordable housing. He stated that he and Mayor Schmitt met with their board, who was very complimentary of what the BCHA, the Redevelopment Authority and the City did for this project.

The meeting was adjourned at 4:36 PM.

rah:naa

Brown County
Information Services
Budget Status Report
7/18/2011

7/18/2011	Annual			
	Amended	YTD	% of	
	Budget	Actual	Budget	
Salaries	\$ 1,177,863	\$ 486,504	41.30%	
Fringe Benefits	\$ 540,149	\$ 229,952	42.57%	
Operations & Maintenance	\$ 1,538,127	\$ 528,212	34.34%	
Utilities	\$ 221,950	\$ 90,056	40.57%	
Chargebacks	\$ 4,293	\$ 1,789	41.67%	
Contracted Services	\$ 416,773	\$ 44,191	10.60%	
Depreciation	\$ 922,064	\$ 378,367	41.03%	
Outlay	\$ -	\$ 9,142	-	
Transfer Out	\$ -	\$ -	-	
Charges for Sales and Service	\$ -	\$ -	-	
Miscellaneous Revenue	\$ -	\$ 70	-	
Charges to County Departments	\$ 4,233,869	\$ 1,544,594	36.48%	
Transfer In	\$ 69,408	\$ 17,076		

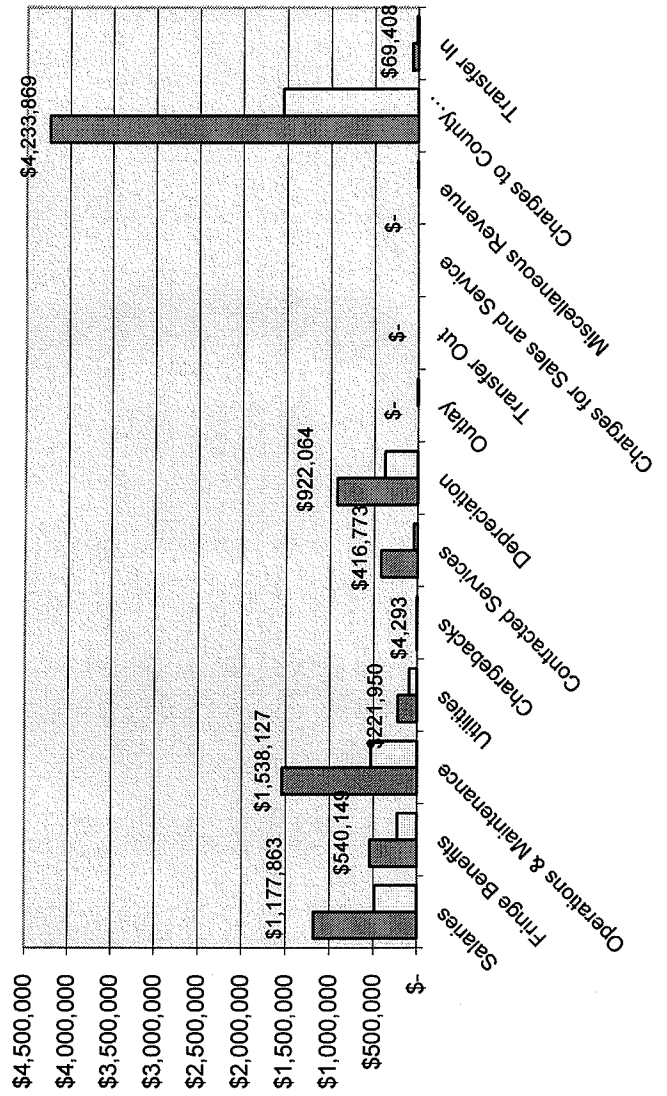
HIGHLIGHTS:

Expenses:
Allocated depreciation is \$474,120 in the 2011 budget. Unallocated depreciation is \$447,944 in the 2011 budget which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments. The YTD Outlay of \$9,142 is due to the early retirement of a security appliance no longer used.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses.

Information Services
May 31, 2011

■ Annual Amended Budget
□ YTD Actual



August 17, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO APPROVE EXPENDITURE
TO COMPLETE INFORMATION SERVICES NEEDS ASSESSMENT

WHEREAS, the Department of Information Services is responsible for technological investments throughout Brown County government involving computers, hardware and software, technology services and telecommunications; and

WHEREAS, Information technology has undergone rapid change in the past, and it is widely believed change and improvement will continue in the future; and

WHEREAS, Brown County will have to make substantial capital investments in information technology in the next five years; and

WHEREAS, Brown County will benefit from a comprehensive assessment of its information technology needs and strategic planning for the future; and

WHEREAS, An information technology assessment will include: Gathering data to determine our current needs and capabilities, developing a current and future information technology model and providing a roadmap to developing a future operating model in the most cost effective manner.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Department of Information Services is authorized to expend up to \$75,000.00 to contract for an information technology needs assessment and strategic plan for the future.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Note: The resolution does not require an appropriation from the General Fund. Funds from the Information Services Professional Services line will be used to cover the cost of the Assessment.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Director's Report – July 28, 2011

The information provided below highlights some of the activities and opportunities the Information Services Department has recently been focused on.

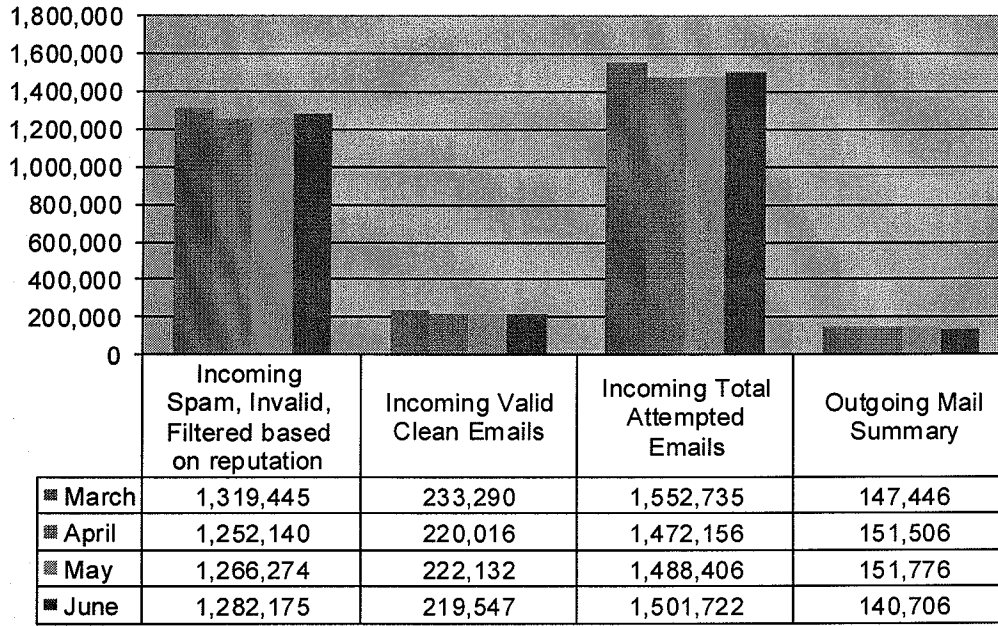
Update on Current Technology Initiatives

- The new Internet Protocol (IP) based security camera system implementation continues with 26 new cameras installed in the new Sheriff's Office and four cameras at the Airport.
- The IS Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Expansion of the time and attendance software from Kronos is underway.
- The implementation of the new imaging system is underway in ADRC and Child Support. A meeting took place for the ADRC on 7/15/11. They shifted their initial efforts from client to financial data. The next meeting with Child Support is scheduled for August 8th. Discussions are also underway how to best integrate imaging into the Human Services Electronic Medical Records (EMR) System.
- The new Human Services Electronic Medical Records (EMR) project is underway. The IS team and Human Services are actively engaged in the installation of Netsmart/Avatar for In/Out Patient, ADL for Skilled Nursing Facility and Orchard for the Lab. Current implementation is scheduled for November 2011.
- The new Sheriff's Department Law Enforcement Records Management System (LRMS) is underway. The software from ProPhoenix is currently stated at being 42% complete. The go live date is scheduled for November 2011.
- The ADRC is replacing their financial management software from FUNDWARE with another copy of the New World System Logos that Brown County uses.
- The Health Department is replacing their old DOS based PC software package CHAMPS that was used for client management with a new module within the Netsmart software currently being worked on for Human Services Electronic Medical Records. Because of grant dollars this project is being pushed for a July 31, 2011 cost completion.

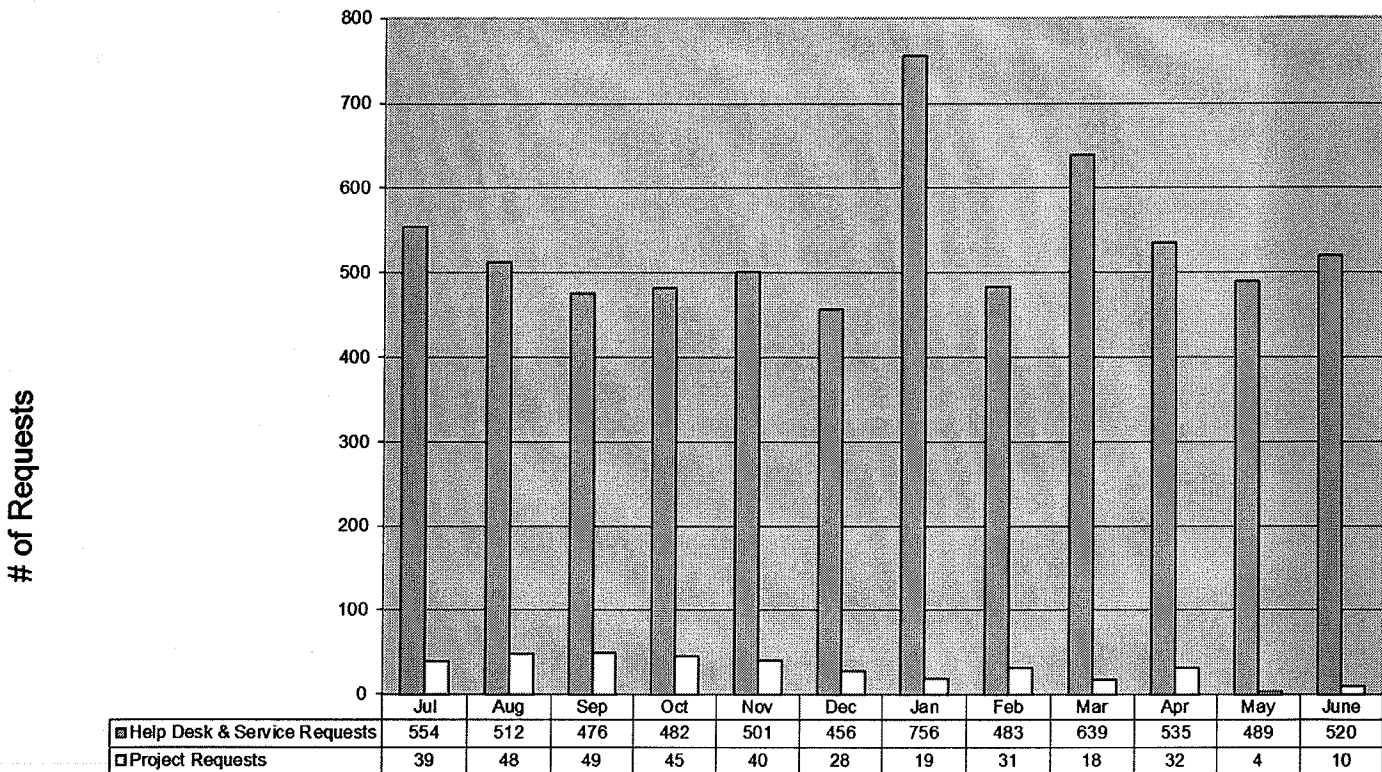
Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.

Spam, Invalid, Filtered 2011



Help Desk Tickets & Service Level Requests 2010-2011



Concerns

- Shortage of IS resources.

Projects

- Brown County continues with five major software implementations underway with Enterprise Resource Planning (ERP), Kronos Time & Attendance, Law Records Management System (LRMS), Document Imaging and Electronic Medical Records (EMR) each of which is enough to strain any organization.
- There are also overall software implementations started for Microsoft Exchange 2010, MS Office 2010 and Windows OS 7.
- There are major infrastructure implementations with the NEW Zoo Education Center, Intranet, Security Camera implementation, Video Conferencing in the Courthouse, and replacing the hardware and software driving the County Board meetings.
- In May 2011 the Information Services Department has started a multi-year project to migrate all remaining software applications off the IBM AS/400 computer to our newer IBM blade center or the cloud. This is a continuation of our efforts over the last four years to evolve from developing in-house written software to acquiring commercially developed software.
 - Step 1 is to transform the old financial history into a different format not on the AS/400.
 - Step 2 will upgrade the IBM AS/400 operating system from V5R3 to V6R1 to avoid the IBM imposed end-of-life support date.
 - Step 3 and beyond will identify all remaining AS/400 applications and create a replacement plan.
 - Steps 4-8 will cover the budgeting process for 2013 through decommissioning hopefully by 12-31-14 if budget and staff resources are available.

I would be happy to address any questions regarding this report.

No specific action is being requested of the Administration Committee at this time.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

Cc: Troy Streckenbach

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.001.9003	Facilities Upgrades Transfer Out	32,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.001.6182.100	Fac. Upgrades Gen Construction	32,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	434.074.9002	Sheriff's Facility Transfer In	32,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	434.074.6182.100	Sheriff's Facility Gen Construction	32,000

Narrative Justification:

Funding for the security cameras at the new Sheriff's Facility was identified to come from the Facilities Upgrades Capital Projects Fund. This budget adjustment transfers the funds to the Sheriff's Facility Capital Project Fund.

AUTHORIZATIONS

W E Dawell
Signature of Department Head

Department: FDm

Date: 06/30/11

[Signature]
Signature of Executive
Date: 7/6/11

or
7/6/11

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 19, 2011

TO: Administration Committee

FROM: Ellen C. Sorensen
Director of Administration

SUBJECT: Capital Improvement Plan

Enclosed is your division's section of the 2012 Five-year Capital Improvement Plan for review, recommendation and/or referral back to the Executive Committee before they take action on the complete plan.

This information is for planning purposes only. It does not obligate the County to spend money, but rather provides a snapshot of future projects recommended by the County Executive as well as staff to the Board. The Plan will be reviewed on an annual basis, and changes can be made.

Department heads will be asked to attend your meeting to speak to their specific projects. If you have any questions or if I can be of assistance, please contact me at 448-4035.

Enclosure

cc: Troy Streckenbach – County Executive
Bill Dowell – FPM Director
Doug Hartman – Parks Manager

2012 Capital Project 5-Year Outlook Summary

As of June 28, 2011

Key for Funding Source:

D= Debt Service G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax

2012 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2012	2013	2014	2015	2016	TOTAL
ADMINISTRATION: Facility and Park Management	D	1	New Jail Pod Phase I	-	-	-	-	18,091,655	18,091,655
	D	2015-1	Fairgrounds Asphalt Repairs/Renovation	-	-	-	605,000	-	605,000
			Administration Total	-	-	-	605,000	-	605,000
			Less: Non-bond funding sources	-	-	-	-	18,091,655	18,091,655
			Administration Bond Request Total	-	-	-	605,000	18,091,655	18,696,655

CAPITAL IMPROVEMENTS PROGRAM - NON BONDING REQUESTS

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2012	2013	2014	2015	2016	TOTAL
ADMINISTRATION: Facility and Park Management	D/O	2013-1	Reforestation Camp Office/Shop	-	325,000	-	-	-	325,000
	G/O	2016-1	Bay Shore Breakwater Repair	-	-	-	-	350,000	350,000
			Administration Total	-	325,000	-	-	350,000	675,000

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: July 19, 2011
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR JUNE 2011

Hires:***Full-Time:***

Clerk Typist II – Clerk of Courts	1
Facility Engineer	1
Telecommunication Operator	1

Part-Time:

County Board Supervisor	1
Food Service Worker I	1
Librarian I	1
Library Clerk	2
Telecommunication Operator	2

Limited Term/Seasonal/On-Call:

Co-op Student – CTC	1
Concessionaire I – Zoo	6
Concessionaire Supervisor – Zoo	1
Extra Help – CTC Facilities	1
Husbandry Asst. – Zoo	1
Nurse Manager – on call	1
Seasonal Asst. Park Ranger	3
Seasonal Maintenance-Parks	1
Student Intern – Planning	1
Summer Help – Golf Course	1
Summer Help – Parks	1
Summer Help – Register of Deeds	1

TOTAL HIRES: 29**Separations:*****Full-Time:***

CNA	2
Communications Supervisor	1
Correctional Officer	1
Law Clerk	1
Lieutenant	1
Patrol Officer	1
Social Worker/Case Manager	2
Telecommunication Operator	2

Part-Time:

Library Clerk	1
Senior Library Assistant	1
Shelter Care Worker	1

Limited Term/Seasonal/On-Call:

Co-op Student – CTC	1
Co-op Student – District Attorney	1
Concessionaire Supervisor	2
Seasonal Asst. Park Ranger	1

TOTAL SEPARATIONS: 19**Current Employees:**

Regular Employees: 1422 (1337.21 FTE's)

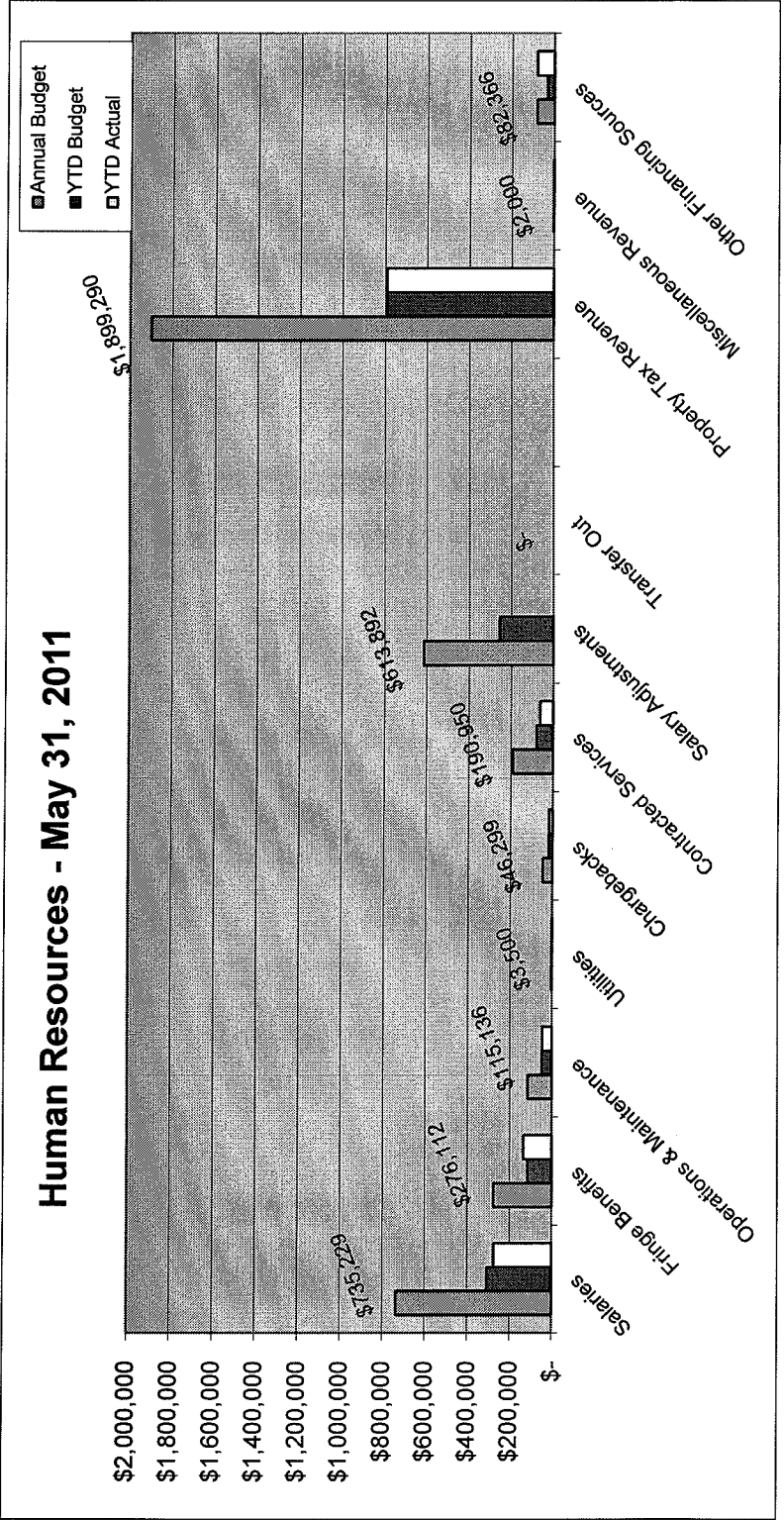
Extra Help: 247 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1669

Brown County
Human Resources
Budget Status Report
5/31/2011

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 735,229	\$ 306,345	\$ 275,523
Fringe Benefits	\$ 276,112	\$ 115,047	\$ 134,712
Operations & Maintenance	\$ 115,136	\$ 47,973	\$ 46,023
Utilities	\$ 3,500	\$ 1,458	\$ 131
Chargebacks	\$ 46,299	\$ 19,291	\$ 17,604
Contracted Services	\$ 190,950	\$ 79,563	\$ 61,923
Salary Adjustments	\$ 613,892	\$ 255,788	\$ -
Transfer Out	\$ -	\$ -	\$ -
Property Tax Revenue	\$ 1,899,290	\$ 791,371	\$ 791,371
Miscellaneous Revenue	\$ 2,000	\$ 833	\$ 906
Other Financing Sources	\$ 82,366	\$ 34,319	\$ 81,366

Human Resources - May 31, 2011



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski
Human Resources

RE: 2nd Quarter 2011 Report

DATE: July 18, 2011

Following is a brief description of activities for the 2nd Quarter of 2011.

Chapter 4 and Personnel Policy/Procedure

Four focus group sessions were held with 40 Department Heads, Managers and Supervisors. Input and suggestions were received on topics such as job recruitment, flex time, paid time off, work rules, call in, benefits, education and training. The input is being considered as the County Code and Policy & Procedure handbook is being written.

Benefits: With the settling of all bargaining units through December 31, 2011, all employees have transitioned to either the PPO or High Deductible Health Plans.

FMLA/STD/LTD: As previously communicated, Brown County entered into an agreement with Reliance Standard for the administration of Family Medical Leave (FMLA), Short-term Disability (STD) and Long-Term Disability (LTD). Effective June 1, 2011, the Brown County FMLA, STD and LTD policies are administered through Reliance Standard (Matrix). As the county is only one month into the transition, the department will be able to provide a better update in the third quarter of 2011.

Recruitment/Selection: Brown County recently entered into an agreement with NEOGOV. NEOGOV is the market and technology leader in on-demand workforce management for the public sector. NEOGOV products automate the hiring and selection process including: position requisition approval, automatic minimum qualification screening, test statistics, analysis and EEO reporting. The kick-off date for the implementation of NEOGOV is scheduled for September, 2011.

Leadership Training (Management)

On Tuesday, June 21st the Capstone Project Teams each provided a report to interested parties at the Neville Museum Auditorium.

The Capstone Project Teams worked on the following topics:

- Succession Planning & Multi-Generational Workforce
- Employee Performance Evaluations
- Social Media Communications
- Family Care Impact
- Improve Communication between Administration & County Board
 - Report delayed

Although this concludes the training sessions for the 26 participants, the skills will be incorporated into their daily work. Additionally, the knowledge and skills gained should be shared by these leaders with future leaders of Brown County.

Training

Human Services contracted with NWTC for LEAN training. The Human Services Department identified seven employees to attend this training. There were open seats available so the LEAN Steering Committee identified four employees from various other departments to attend this training. The training was held June 27-29 and July 6-8 at Sophie Beaumont Building.

LEAN

The Planning and Land Services Department had a LEAN event for the Survey Indexing process. The process by which survey maps are officially indexed has been the same for the last 20 years. The process is a mix of old and new technology, but is manual, inefficient, and a duplication of efforts. The end result is also not very user-friendly for customer retrieval. This team, led by Pat Ford, identified opportunities working with the Register of Deeds Office, GIS/LIO and local Surveyors to streamline this process with the integration of information and relying more on automation and lessen the paper processing.

Table of Organization Study Group

The Table of Organization Study Group has been focusing on the Highway & Facilities Department structure. The Study Group assigned members to two different sub-groups. One of the sub-groups is designing the structure for Parks and Recreation which will include Parks & Zoo. The other sub-group is working on a structure that combines Facilities and Highway into a Department of Public Works.

Kronos and HR/Payroll Systems

Updates on the projects are reported regularly by the department of administration and information services.

Safety/Occupational Health

The Brown County Highway Department held Safety Training Day on April 7, 2011 and consisted of a variety of health and safety topics. Bay Hearing was onsite for annual hearing tests which also included the county's hearing protection program as well as samples of the types of hearing protection, examples of the proper use of hearing protection as well as the protection factor each hearing protection gave.

Bloodborne Pathogen training was another annual training topic on the agenda. Other topics included the DOT (Department of Transportation) and Air Ride Seats. For the DOT topic, Sergeant Mark Abrahamson and Doug Kellner from the Wisconsin State Patrol presented a PowerPoint presentation as well as a walk-thru of two trucks and trailers with equipment. The employees were able to see how to properly hitch up a trailer as well as tie down of the equipment transported. This was one of the concerns that the employees had. Another concern addressed was the Air Ride Seats in the dump/plow trucks. A vendor representative had a truck set up inside where the representative and the employees could ask questions.

Additional topics included speakers from EAP (Employee Assistance Program), UMR, and Prevea to speak about wellness.

In-service training for Corrections Officers involved respirator fit testing and training. Corporal Boerboom coordinated the sessions for the Occupational Nurse and Safety Coordinator to train and fit test each employee.

Most recently, training for Parks, Airport, and Golf Course Departments were conducted. Occupational Health and Safety were able to accomplish multiple training topics including: Bloodborne Pathogen training, Personal Protective Equipment training, Hearing, Respiratory Protection and Ergonomics. This training was similar to the highway department's Safety Training Day. Blankenheim Services was onsite to talk about proper ergonomics in the workplace.

cc: County Executive

BUDGET ADJUSTMENT REQUEST

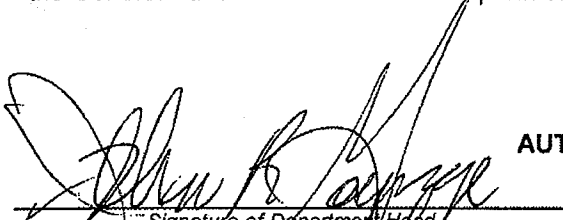
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

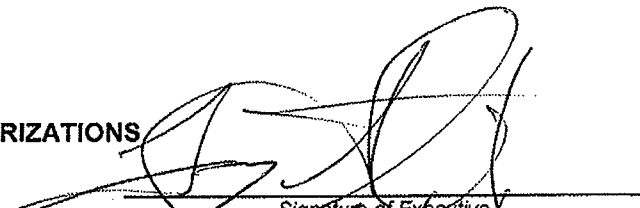
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.070.6110.020	Sheriff - Outlay Equipment	\$110,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.070.9004	Sheriff-Intrafund Transfer In	\$110,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9005	General Fund-Intrafund Transfer Out	\$110,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>		General Fund Balance	\$110,000

Narrative Justification:

The Sheriff's Department requests the use of the General Fund to purchase 5 additional squad cars in 2011. The current model used for pursuit vehicles, the Crown Victoria, will no longer be manufactured after 2011. The purchase of the Crown Victorias in 2011 will allow the Sheriff's Department time to review the street experience of other agencies with the new models. The pricing of the Crown Victorias is approximately \$4,000 less than the new models, so there is also a potential \$20,000 savings if purchased in 2011. If this adjustment is approved, five vehicle purchases will be eliminated from the 2012 outlay request for the Sheriff's Department. The funds will instead be budgeted in a transfer out to the General Fund from the Sheriff's Department to reimburse the General Fund in 2012.

AUTHORIZATIONS


 Signature of Department Head
 Department: Sheriff
 Date: 6/28/11


 Signature of Executive
 Date: 6/28/11

6/28/11
 11/28/11

2011 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
11-79	6/13/11	Sheriff	Transfer of \$4,050 between accounts to purchase a vehicle hoist for the new Sheriff's garage.	1	N/A	N	---	J4164 No actual
11-80	6/14/11	PALS	Transfer of \$1,500 to pay septage hauler for wastewater hauling services (that will be reimbursed).	3a	Approved 6/16/11	N	---	J4304 No actual
11-81	6/14/11	Public Safety - E. Mgmt	Allocation of \$2,430 in federal grant revenue to conduct a ICS 300 and ICS 400 training course.	5	Approved 6/14/11	Y		
11-82	6/14/11	Public Safety - E. Mgmt	Allocation of \$2,647 in federal grant revenue to conduct an Emergency Operations Center Management course.	5	Approved 6/14/11	Y		
11-83	6/16/11	Administration	Transfer of \$1,156,023 from Highway and \$4,145 from IS unused capital projects to cover the Public Safety radio interoperability project.	4	Approved 6/16/11	Y		
11-84	6/23/11	Sheriff	Allocation of \$20,840 pass-thru grant from the Green Bay Police Department to participate in a 2011 multi-jurisdictional WiDOT Alcohol Enforcement patrol grant.	5	Approved 6/28/11	Y		
11-85	6/28/11	Sheriff	Request to "borrow" \$110,000 from the General Fund to purchase five squad cars in 2011 before they stop manufacturing this model. This amount will be reimbursed to the General Fund by the Sheriff's department in the 2012 Budget.	4	Approved 6/28/11	Y		
11-86	6/30/11	Clerk	Allocation of \$2,840 erroneously budgeted in the wrong expenses accounts.	1	N/A	N	---	
11-87	7/6/11	Public Safety Comm.	Allocation of \$1,576 (in addition to a \$83,255 grant award) for radios which will be reimbursed to the County by municipalities.	5	Approved 7/6/11	Y		
11-88	7/6/11	Facility and Park Mgmt	Transfer of \$32,000 from the Facilities Upgrades capital project fund to the Sheriff's capital projects to cover installation of security cameras.	4	Approved 7/6/11	Y		
11-89	7/6/11	Facility and Park Mgmt	Use of \$15,000 from the Boat Landing fund balance to repair the Bay Shore parking lot.	5	Approved 7/6/11	Y		
11-90	7/8/11	U.W. Extension	Transfer of \$17,994 2008 Got Dirt? grant expenditures from salaries to the correct accounts for the remainder of 2011.	3a	Approved 7/14/11	N	---	
11-91	7/8/11	U.W. Extension	Allocation of final \$7,337 of a 2009 Urban Horticulture grant to be spent in 2011.	5	Approved 7/14/11	Y		
11-92	7/8/11	Facility and Park Mgmt	Allocation of \$42,474 in additional snowmobile trail grant funds from the DNR to be dispersed to local snowmobile clubs.	5	Approved 7/14/11	Y		

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
11-93	7/12/11	Land and Water Conservation	Allocation of \$81,950 in DATCP/DNR grant revenue to fund two different projects.	5	Approved 7/14/11	Y		
11-94	7/12/11	NEW Zoo	Allocation of \$780 donation from Ashwaubenon Lions Club for the Education division.	5	Approved 7/14/11	Y		
11-95	7/13/11	Human Services	Transfer of \$150 for actual interest expenses incurred for leased copy machine.	3a	Approved 7/15/11	N	---	

Revised 7/15/11



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

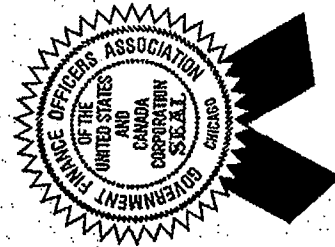
to

Department of Administration
Brown County, Wisconsin

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Date June 11, 2011



Brown County
Wisconsin

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program

fiscal period beginning January 2011

document number B9927172 2,568

At least two of the three reviewers must rate the document proficient or outstanding ratings on all four overall categories and all mandatory criteria in order for the document to receive the award.

Information Does Not
Not Present Satisfy Proficient Outstanding
(1) (2) (3) (4)

		✓✓✓	
		✓✓✓	
		✓✓✓	
		✓✓✓	
		✓✓✓	

Introduction and Overview

- * C1 Table of contents (mandatory)
- P1 Strategic goals & strategies
- P2 Short-term organization-wide factors influencing decisions
- * P3 Priorities and issues (mandatory)
- * C2 Budget Overview (mandatory)

		✓✓✓	
		✓✓✓	
		✓✓✓	
		✓✓✓	
	✓	✓✓	
		✓✓✓	

Financial Structure, Policy, and Process

- * O1 Organization chart (mandatory)
- F1 Fund descriptions and fund structure
- O2 Department/fund relationship
- F2 Basis of Budgeting
- * P4 Financial policies (mandatory)
- * P5 Budget process (mandatory)

		✓✓✓	
	✓	✓✓	
		✓✓✓	
		✓✓✓	
		✓✓✓	
		✓✓✓	

Financial Summaries

- * F3 Consolidated financial schedule (mandatory)
- * F4 Three (four) year consolidated and fund financial schedules (mandatory)
- * F5 Fund balance (mandatory)
- * F6 Revenues (mandatory)
- F7 Long-range financial plans

		✓✓✓	
		✓✓✓	
		✓✓✓	

Capital & Debt

- * F8 Capital expenditures (mandatory)
- F9 Impact of capital investments on operating budget
- * F10 Debt (mandatory)

		✓✓✓	
		✓✓✓	
	✓	✓✓	
		✓✓✓	

Departmental Information

- * O3 Position summary schedule (mandatory)
- * O4 Department descriptions (mandatory)
- O5 Unit goals and objectives
- O6 Performance measures

		✓✓✓	
		✓✓✓	
		✓✓✓	
		✓✓✓	

Document-wide Criteria

- C3 Statistical/supplemental section
- C4 Glossary
- C5 Charts and graphs
- C6 Understandability and usability

		✓✓✓	
		✓✓✓	
		✓✓✓	
		✓✓✓	

- Overall as a policy document
- Overall as a financial plan
- Overall as an operations guide
- Overall as a communications device

yes no
☐ ☒
☐ ☒

SPECIAL CAPITAL RECOGNITION - outstanding ratings by all three reviewers on F#8 & F#9

SPECIAL PERFORMANCE MEASURE RECOGNITION - outstanding ratings by all three reviewers on O#6

Reviewer ID R 5 4 0

Name of entity County of Brown, Wisconsin

Record number 2 6 5 2 5 5 01 Document Number: B9927172

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

	Policy	Financial	Operations	Communications	Criteria Description
Introduction and Overview					
* C1				3	Table of contents (mandatory)
P1	3				Strategic goals & strategies
P2	3				Short-term organization-wide factors influencing decisions
* P3	3				Priorities and issues (mandatory)
* C2				3	Budget Overview (mandatory)
Financial Structure, Policy, and Process					
* O1			3		Organization chart (mandatory)
F1		3			Fund descriptions and fund structure
O2			3		Department/fund relationship
F2		3			Basis of Budgeting
* P4	3				Financial policies (mandatory)
* P5	3				Budget process (mandatory)
Financial Summaries					
* F3		3			Consolidated financial schedule (mandatory)
* F4		3			Three (four) year consolidated and fund financial schedules (mandatory)
* F5		3			Fund balance (mandatory)
* F6		3			Revenues (mandatory)
F7		3			Long-range financial plans
Capital & Debt					
* F8		3			Capital expenditures (mandatory)
F9		3			Impact of capital investments on operating budget
* F10		3			Debt (mandatory)
Departmental Information					
* O3			3		Position summary schedule (mandatory)
* O4			3		Department descriptions (mandatory)
O5			3		Unit goals and objectives
O6			3		Performance measures
Document-wide Criteria					
C3				3	Statistical/supplemental section
C4				3	Glossary
C5				3	Charts and graphs
C6				3	Understandability and usability
	3				Overall as a policy document
		3			Overall as a financial plan
			3		Overall as an operations guide
				3	Overall as a communications device

Return this rating sheet and your narrative comments to the Budget Awards Program (budgetawards@gfoa.org)

GOVERNMENT FINANCE OFFICERS ASSOCIATION

DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM BUDGET REVIEWER'S COMMENTS AND SUGGESTIONS

For: BROWN COUNTY, WISCONSIN Fiscal Year: 2011

The Budget as a Policy Document:

The Executive Budget Message incorporates short and long term organization-wide strategic policy objectives. These policy objectives help to establish the organization-wide policies for the County.

The Budget Policies and Format provide important finance related information. The revenues presentation identifies the major income sources. The Budget Process and Fiscal Policies are clearly defined.

The Department/Agency Summaries include important program information. This information includes a Mission, Program Description, Policy Initiatives, Summary Highlights, and Performance Measures.

Overall this is a proficient policy plan.

The Budget as a Financial Plan

The Budget Summary by Division includes important financial data. The revenue summary includes all major revenue sources. A brief description of the revenues and the estimating process is included. Both economic and demographic information is utilized to arrive at the budget revenue estimate.

The Capital Improvement Projects 2011 Budget identifies major capital projects. The plan includes the proposed annual budget and for the upcoming fiscal year. The annual operating budget impact on the capital improvement projects is incorporated into the plan.

The Debt Service Summary includes the five-year debt service summary.

Overall, this is a proficient financial plan.

The Budget as an Operations Guide:

Countywide service summaries are available for all major activities. Included in the operations presentation is a Mission, Program Description, Policy Initiatives, Summary Highlights, and Performance Measures.

The County's strategic plan provides broad policy priorities. The long-range organization wide plan includes accountability and responsibility from the top-down. The County Executive has provided important policy information in his Budget Message.

Personnel Summaries are provided along with organization charts.

Overall, this is a proficient organization guide.

The Budget as a Communication Device:

The budget presentation is very attractive. It is easy to find target areas since the index tabs are visible and organized.

The short and long term policy initiatives are defined. The Capital Improvement Project 2011 shows current year activity as well as future projects proposed. The Capital process assures that all capital investments are carefully analyzed from a policy and organizational viewpoint.

The graphs and charts depict fiscal and economic trends for the County. Overall the document is attractive and easy to understand for both the finance profession and the general public.

Overall this is a proficient Communication Device.

General Comments and Suggestions for Improving the Budget Presentation:

Noted above are specific comments on the budget presentation. Short and long term planning is emphasized throughout the planning process. The organizational charts define the organizational structure of the County. Fiscal impacts are clearly defined.

This is a solid budget presentation with important operational information. The policy priorities will guide the County government into the future.

Reviewer ID S162

Name of entity Brown County

Record number 26525005

Document number B9927172

State/Province WI

Order number 2,568

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

	Policy	Financial	Operations	Communications	Criteria Description
Introduction and Overview					
* C1				3	Table of contents (mandatory)
P1	3				Strategic goals & strategies
P2	3				Short-term organization-wide factors influencing decisions
* P3	3				Priorities and issues (mandatory)
* C2				3	Budget Overview (mandatory)
Financial Structure, Policy, and Process					
* O1			3		Organization chart (mandatory)
F1		3			Fund descriptions and fund structure
O2			3		Department/fund relationship
F2		3			Basis of Budgeting
* P4	3				Financial policies (mandatory)
* P5	3				Budget process (mandatory)
Financial Summaries					
* F3		3			Consolidated financial schedule (mandatory)
* F4		3			Three (four) year consolidated and fund financial schedules (mandatory)
* F5		3			Fund balance (mandatory)
* F6		3			Revenues (mandatory)
F7		3			Long-range financial plans
Capital & Debt					
* F8		3			Capital expenditures (mandatory)
F9		3			Impact of capital investments on operating budget
* F10		3			Debt (mandatory)
Departmental Information					
* O3			3		Position summary schedule (mandatory)
* O4			3		Department descriptions (mandatory)
O5			3		Unit goals and objectives
O6			3		Performance measures
Document-wide Criteria					
C3				3	Statistical/supplemental section
C4				3	Glossary
C5				3	Charts and graphs
C6				3	Understandability and usability
	3				Overall as a policy document
		3			Overall as a financial plan
			3		Overall as an operations guide
				3	Overall as a communications device

Return this rating sheet and your narrative comments to the Budget Awards Program (budgetawards@gfoa.org)

Name of Entity: Brown County
Reviewer ID S162
Fiscal Year: 2011

State/Province: WI
Document Number B9927172
Record Number 2,568

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **Proficient.**
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Proficient.**
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. **Proficient.**
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (*e.g., transmittal letter, budget summary section*). **Proficient.**
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (*e.g., executive summary*) or integrated within the transmittal letter or as a separate budget-in-brief document. **Proficient.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **Proficient.**
- F1. The document should include and describe all funds that are subject to appropriation. **Proficient.**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Proficient.**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Proficient.**
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **Proficient.**
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Proficient.**

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient.**
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient.**
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **Proficient.**
- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient.**
- F7. The document should explain long-range financial plans and its affect upon the budget and the budget process. **Proficient.**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Proficient.**
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. **Proficient.**
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Proficient.**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Proficient.**
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **Proficient.**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*). **Proficient.**
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **Proficient.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Proficient.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Proficient.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Proficient.**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Proficient.**

Reviewer ID S133

Name of entity Brown County

Record number 26525005

Document number B9927172

State/Province WI

Order number 2,568

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

	Policy	Financial	Operations	Communications	Criteria Description
Introduction and Overview					
* C1				3	Table of contents (mandatory)
P1	3				Strategic goals & strategies
P2	3				Short-term organization-wide factors influencing decisions
* P3	3				Priorities and issues (mandatory)
* C2				3	Budget Overview (mandatory)
Financial Structure, Policy, and Process					
* O1			3		Organization chart (mandatory)
F1		3			Fund descriptions and fund structure
O2			3		Department/fund relationship
F2		3			Basis of Budgeting
* P4	2				Financial policies (mandatory)
* P5	3				Budget process (mandatory)
Financial Summaries					
* F3		3			Consolidated financial schedule (mandatory)
* F4		2			Three (four) year consolidated and fund financial schedules (mandatory)
* F5		3			Fund balance (mandatory)
* F6		3			Revenues (mandatory)
F7		3			Long-range financial plans
Capital & Debt					
* F8		3			Capital expenditures (mandatory)
F9		3			Impact of capital investments on operating budget
* F10		3			Debt (mandatory)
Departmental Information					
* O3			3		Position summary schedule (mandatory)
* O4			3		Department descriptions (mandatory)
O5			2		Unit goals and objectives
O6			3		Performance measures
Document-wide Criteria					
C3				3	Statistical/supplemental section
C4				3	Glossary
C5				3	Charts and graphs
C6				3	Understandability and usability
	3				Overall as a policy document
		3			Overall as a financial plan
			3		Overall as an operations guide
				3	Overall as a communications device

Return this rating sheet and your narrative comments to the Budget Awards Program (budgetawards@gfoa.org)

Name of Entity: Brown County
Reviewer ID: S133
Fiscal Year: 2011

State/Province: WI
Document Number B9927172
Record Number 26525005

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **Rated 'proficient.'**
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Rated 'proficient.'**
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. **Rated 'proficient.'**
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., *transmittal letter*, *budget summary section*). **Rated 'proficient.'**
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (e.g., *executive summary*) or integrated within the transmittal letter or as a separate budget-in-brief document. **Rated 'proficient.'** **Please consider enhancement of your budget overview section. Including graphs, especially color, would help present your budget picture in a concise, effective manner to your readers. See GFOA resources for good ideas and examples.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **Rated 'proficient.'** **The departmental charts are very useful.**
- F1. The document should include and describe all funds that are subject to appropriation. **Rated 'proficient.'** **Good fund chart on page 7.**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Rated 'proficient,' but marginally so. A brief verbal discussion of the department and fund relationships needs to be included. If this is elsewhere in the document, be sure to reference the pages in your location guide.**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Rated 'proficient.'** **The basis of budgeting should be discussed in the body of the document, not just in the glossary.**

- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **Rated 'does not satisfy criterion.'** Pages referenced on the location guide did not lead to full financial policies of the county. It is highly likely that the county has financial policies that are discussed elsewhere (debt, for example) in the document but not referenced in the location guide. Consider placing all financial policies in one section for easy reference, or be sure to include all pertinent page references in the location guide.
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Rated 'proficient.'**

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Rated 'proficient.'**
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Rated 'does not satisfy criterion.'** Fund financial schedules were not found in the body of the document. Fund by fund financials were not found on the referenced pages in the appendix, rather summarized information was presented.
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **Rated 'proficient,' but marginally so.** Fund balance definition should be in the body of the document, not just in the glossary. Fund balance, by fund, should be presented in the body of the document
- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Rated 'proficient,' although this information is of general interest and would perhaps better fit in the introductory section of the document.**
- F7. The document should explain long-range financial plans and its affect upon the budget and the budget process. **Rated 'proficient.'**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Rated 'proficient.'** The definition of capital expenditure should be part of the discussion in the body of the document. Placement in the glossary can still exist.

- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. **Rated 'proficient.'** **Future operating impact information was provided. Often this information is omitted from budget documents, and you are to be commended for including this very useful data.**
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Rated 'proficient.'**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Rated 'proficient.'** **Consider including summary information in the introductory section of your document, as this is a topic of general interest. It should not be relegated entirely to the appendix.**
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **Rated 'proficient.'** **Thanks for the specific examples!**
- O5. The document should include clearly stated goals and objectives of organizational units (e.g., departments, divisions, offices or programs). **Rated 'does not satisfy criterion.'** **It is not clear what the goals/objectives are in many of the departments sampled – at least not in a quantifiable form.**
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **Rated 'proficient.'** **Effectiveness and efficiency measures were provided for many of the sampled departments (not just on the referenced pages). Again, thanks for your specific page references. The deficiency noted in O5 above might be easily addressed by including a column in the performance measures charts that includes the goal measurement, or target, for that objective.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Rated 'proficient.'** **This can be one of the most interesting sections of your budget document. Consider enhancing your presentation and moving it to the introductory section of the document. See GFOA resources for examples.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Rated 'proficient.'**

- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Rated 'proficient.'** **More use of graphs, especially color graphs in the introductory section, could significantly enhance your document. Again, see GFOA resources for examples.**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Rated 'proficient.'** **Move all page presentations to portrait orientation. It makes more difference in the readability of your document than you realize.**

General comments:

- **Consider including something – the county seal, 'This page left blank intentionally,' or other item of your choice – on blank pages of the document.**
- **Consider adding photos of your elected officials. Certainly, there is a large board of supervisors so a group photo might be a good option.**
- **Your budget in brief is a very useful document.**
- **See GFOA resources for ideas on document enhancement.**



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

June 11, 2011

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **Brown County, Wisconsin** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Department of Administration**.

For budgets including fiscal period 2009, 1,214 entities received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving over 17,600 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

August 17, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO ESTABLISH LOAN AND
PUBLIC SAFETY RADIO EQUIPMENT PURCHASE PROGRAM

WHEREAS, Brown County is currently installing a public safety radio communication system to go into operation in 2012; and

WHEREAS, numerous municipalities, EMS providers, and volunteer fire companies [Endusers] providing public safety services to Brown County residents use the Brown County Public Safety Radio System; and

WHEREAS, these Endusers of the Public Safety Radio System will need to purchase equipment to use the new public radio system including but not limited to handheld radios, console (vehicle) radios, modems and pagers [Radio Equipment]; and

WHEREAS, Brown County needs to purchase equipment for the Sheriff and other Endusers within county government to use the public safety radio system; and

WHEREAS, the Wisconsin Board of Commissioners of Public Lands makes loans from trust funds it administers pursuant to Wisconsin statute §24.61 (3) and will loan a county funds for any public purpose; and

WHEREAS, the county could borrow funds for the purchase of its needed radio equipment and in turn loan funds to other Endusers for the purchase of radio equipment to insure all Endusers have access to the radio equipment necessary to perform their public safety services for Brown County residents; and

WHEREAS, the Department of Public Safety Communications will purchase radio equipment for the County and all participating Endusers to insure the best price available is

obtained on the Radio Equipment purchased and will insure the loaned funds are used exclusively for the purchases.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors:
The Department of Administration, the Department of Public Safety Communications, the Sheriff and the County Clerk are authorized to submit the required worksheet for municipal borrowing application request to the Board of Commissioners of Public Lands; and

BE IT FURTHER RESOLVED: The departments are authorized to develop a program to loan funds to Endusers for the sole purpose of purchasing radio equipment.

Respectfully,

ADMINISTRATION COMMITTEE

PUBLIC SAFETY COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by: Public Safety Communications

Final Draft by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
MILLER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

BACKGROUND SUMMARY FOR RESOLUTION
PERTAINING TO
LOAN PROGRAM FOR RADIO EQUIPMENT PURCHASE

Various municipalities including Brown County, volunteer fire companies and EMS providers who furnish Brown County residents with law enforcement protection, fire protection and emergency medical services will have to purchase new radio equipment to use the county's new public safety communication system. The purchase will represent a significant capital expenditure for these entities.

The County Executive, the Department of Administration, the Department of Public Safety Communications and the Sheriff propose the county borrow monies to fund the county's own radio equipment purchases for the Sheriff and other "public safety radio user" departments. Additionally they propose borrowing funds to loan to various entities that provide public safety services to Brown County residents and must have access to the public safety communication system. The entities borrowing funds will be required to repay the loans on the same terms as the loan made to the county. The loan program will insure these entities have the radio equipment they need to access the new public safety communication system and provide their essential services to county residents.

The Department of Public Safety Communications plans to organize a volume purchase of the needed radio equipment to guarantee the county and the various entities obtain the lowest possible price on the equipment purchased. Entities borrowing from the county would participate in this buying program so the county will be assured the loan proceeds are used for the radio equipment purchase.

This resolution will have to be followed by a second resolution to actually authorize the borrowing of the funds from the Wisconsin Board of Commissioners of Public Lands. Borrowing from this agency does not involve the substantial transactional costs associated with general obligation bonds and the interest rates are quite favorable. The second resolution will include the required fiscal impact information.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 18, 2011

TO: Administration Committee

FROM: Ellen C. Sorensen
Director of Administration

SUBJECT: July Director's Report

Financial System Implementation Project

- The Human Resource and Payroll modules of Logos.net are finishing up with the conversion work and will begin preparations for parallel testing scheduled to begin in September. The HR/PY modules are targeted for go-live on January 1, 2012.
- The Airport succeeded with the implementation of the Kronos Workforce Central time keeper on June 26, 2011.
- The Highway Systems Project (Chemspro) continues to map out the most effective integration between the cost accounting, new Logos financial and Kronos time and attendance systems.
- The ADRC servers and application install is scheduled for August 1, 2011. Sub teams have been formed with the ADRC staff to begin configurations and training of the software. The ADRC will be implementing the same FM base processes currently operational in the County and will continue with the remaining modules along the timelines of the overall Brown County Financial Systems Project. The first phase of FM modules for ADRC is targeted for go-live in October/November of 2011, with the implementation of their payroll on January 1, 2012.

2012 Budget

- Levy targets have been distributed to departments. Departmental budget presentation meetings will take place in August.

Departmental Updates

PCI Compliance

- Departments are completing the U.S. Bank applications that will be used to compute the average sales transactions and percent of the various transactions types based on several months of Associated Merchant Services' statements.
- The implementation plan is to move the departments with the most cost savings first. The Airport, Port and Solid Waste and the NEW Zoo are targeted for implementation in August.
- We expect to see better training with regard to capturing information and should then qualify for an even lower interchange fee. This is a targeted area of improvement during implementation.

July 18, 2011

Page 2

Copier/Printer Program

- In reviewing efficiencies and areas of potential savings, the County is migrating to a multi-functional device platform that will replace individual printers over the next several years. The plan includes replacement of 33 units in the fourth quarter of 2011, although PALS and Syble Hopp will be replaced in August to accommodate their needs.
- The 2012 departmental copier chargebacks were finalized and Logos updated. Departments have been accepting and appreciative. The departments that have maintenance contracts with MBM are pleased to learn that their chargeback already includes the maintenance.

If you have any questions, please feel free to contact me.

cc: Troy Streckenbach – County Executive

Brown County
County Treasurer
Budget Status Report
5/31/2011

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 273,516	\$ 113,965	\$ 103,590
Fringe Benefits	\$ 124,183	\$ 51,743	\$ 49,883
Operations & Maintenance	\$ 93,755	\$ 39,065	\$ 40,331
Utilities	\$ 500	\$ 208	\$ 152
Chargebacks	\$ 31,428	\$ 13,095	\$ 11,948
Contracted Expenses	\$ 38,400	\$ 16,000	\$ 17,658
Other	\$ 160,800	\$ 67,000	\$ 78,805
Total Expenses	\$ 722,582	\$ 301,076	\$ 302,367
Property Tax Revenue	\$ 2,450,000	\$ 1,020,833	\$ 1,337,045
Interest on Investments	\$ 1,008,000	\$ 420,000	\$ 419,568
Miscellaneous Revenue	\$ 62,000	\$ 25,833	\$ 65,147
Total Revenues	\$ 3,520,000	\$ 1,466,667	\$ 1,821,760
Net Levy Distribution	\$ 2,797,418	\$ 1,165,591	\$ 1,519,393

PLEASE NOTE:

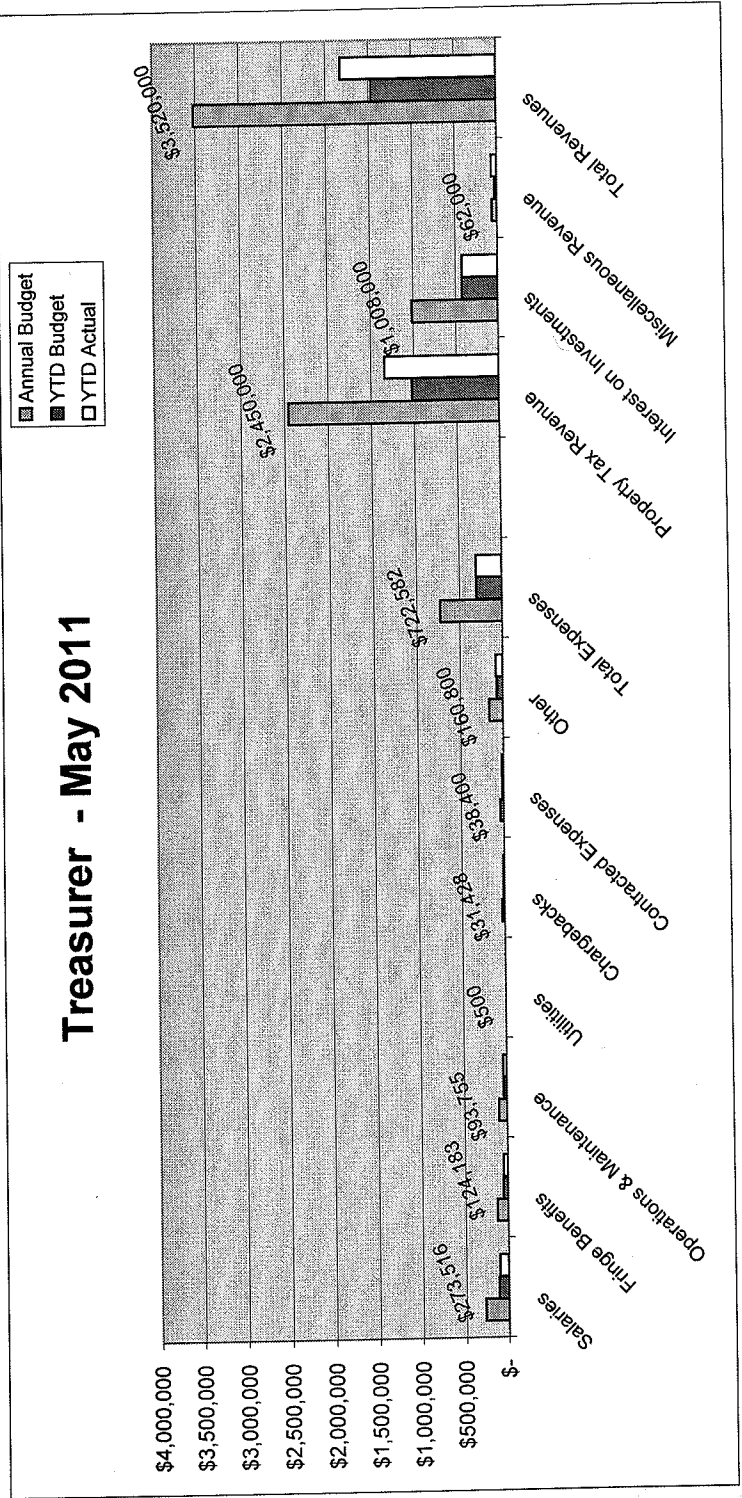
Our expenditures are running right on target.

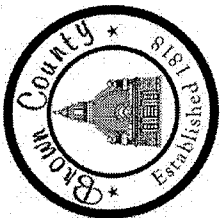
Interest and penalty on delinquent taxes exceed budget projections.

We have exceeded net revenue projections by **\$353,802**

\$ 353,802 POSITIVE BUDGET VARIANCE

Treasurer - May 2011





2011 BUDGET FINANCIAL REPORT

Through 05/31/11
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	(2,797,418.00)	.00	(2,797,418.00)	(233,118.17)	.00	(1,165,590.85)	(1,631,827.15)	42	(2,586,705.00)
Other taxes	2,450,000.00	.00	2,450,000.00	197,359.58	.00	1,337,044.80	1,112,955.20	55	2,828,921.28
Intergovernmental charges for services	40,000.00	.00	40,000.00	4,355.00	.00	45,063.29	(5,063.29)	113	42,440.04
Miscellaneous revenue	22,000.00	.00	22,000.00	16,595.68	.00	20,083.66	1,916.34	91	29,005.90
Interest & investment earnings	1,008,000.00	.00	1,008,000.00	110,248.96	.00	419,567.78	588,432.22	42	1,148,688.25
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	2,588.00
REVENUE TOTALS	\$722,582.00	\$0.00	\$722,582.00	\$95,441.05	\$0.00	\$656,168.68	\$66,413.32	91%	\$1,464,938.47
EXPENSE									
Personnel services	273,516.00	.00	273,516.00	18,452.89	.00	103,590.09	169,925.91	38	253,350.49
Fringe benefits and taxes	124,183.00	.00	124,183.00	9,387.07	.00	49,882.91	74,300.09	40	115,520.75
Operations and maintenance	93,755.00	.00	93,755.00	2,981.33	2,296.21	40,331.30	51,127.49	45	85,186.10
Utilities	500.00	.00	500.00	.00	.00	151.60	348.40	30	702.03
Chargebacks	31,428.00	.00	31,428.00	2,453.89	.00	11,947.66	19,480.34	38	28,336.78
Contracted services	38,400.00	.00	38,400.00	3,158.64	.00	17,658.22	20,741.78	46	33,026.53
Other	160,800.00	.00	160,800.00	9,216.55	.00	78,805.36	81,994.64	49	149,714.94
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$722,582.00	\$0.00	\$722,582.00	\$45,650.37	\$2,296.21	\$302,367.14	\$417,918.65	42%	\$665,837.62
Fund 100 - GF Totals									
REVENUE TOTALS	722,582.00	.00	722,582.00	95,441.05	.00	656,168.68	66,413.32	91	1,464,938.47
EXPENSE TOTALS	722,582.00	.00	722,582.00	45,650.37	2,296.21	302,367.14	417,918.65	42	665,837.62
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$49,790.68	(\$2,296.21)	\$353,801.54	(\$351,505.33)		\$799,100.85
Grand Totals									
REVENUE TOTALS	722,582.00	.00	722,582.00	95,441.05	.00	656,168.68	66,413.32	91	1,464,938.47
EXPENSE TOTALS	722,582.00	.00	722,582.00	45,650.37	2,296.21	302,367.14	417,918.65	42	665,837.62
Grand Totals	\$0.00	\$0.00	(\$722,582.00)	\$49,790.68	(\$2,296.21)	\$353,801.54	(\$351,505.33)		\$799,100.85

Brown County
County Treasurer
Budget Status Report
6/30/2011

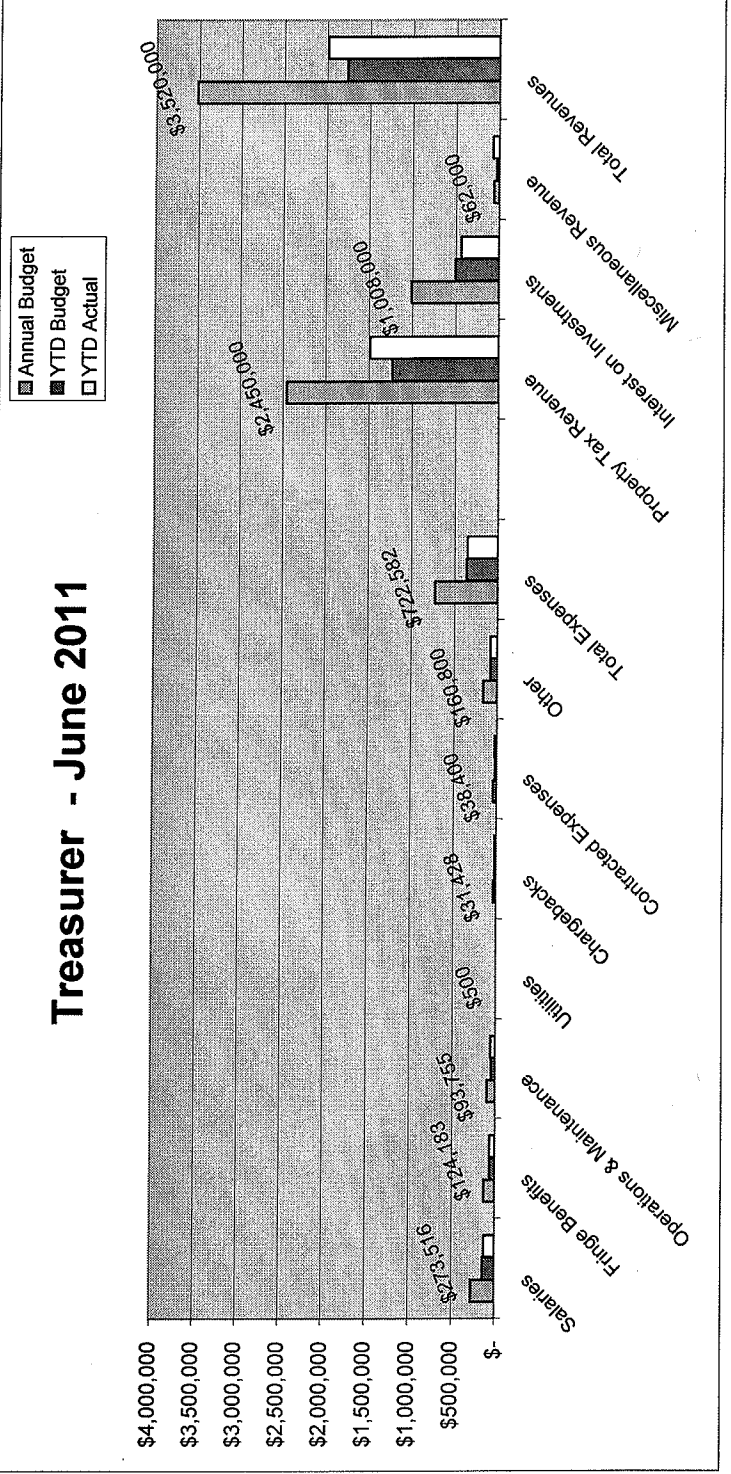
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 273,516	\$ 136,758	\$ 122,043
Fringe Benefits	\$ 124,183	\$ 62,092	\$ 59,270
Operations & Maintenance	\$ 93,755	\$ 46,878	\$ 53,721
Utilities	\$ 500	\$ 250	\$ 189
Chargebacks	\$ 31,428	\$ 15,714	\$ 14,206
Contracted Expenses	\$ 38,400	\$ 19,200	\$ 20,859
Other	\$ 160,800	\$ 80,400	\$ 79,241
Total Expenses	\$ 722,582	\$ 361,291	\$ 349,529
Property Tax Revenue	\$ 2,450,000	\$ 1,225,000	\$ 1,481,979
Interest on Investments	\$ 1,008,000	\$ 504,000	\$ 434,383
Miscellaneous Revenue	\$ 62,000	\$ 31,000	\$ 73,273
Total Revenues	\$ 3,520,000	\$ 1,760,000	\$ 1,989,635
Net Levy Distribution	\$ 2,797,418	\$ 1,398,709	\$ 1,640,106

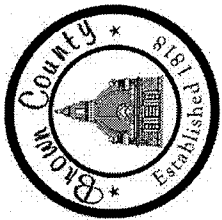
PLEASE NOTE:

Our expenditures are running right on target.
Interest and penalty on delinquent taxes exceed budget projections.
We have exceeded net revenue projections by **\$241,397.**

\$ 241,397 POSITIVE BUDGET VARIANCE

Treasurer - June 2011





2011 JUNE BUDGET FINANCIAL REPORT

Through 06/30/11
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	(2,797,418.00)	.00	(2,797,418.00)	(233,118.17)	.00	(1,398,709.02)	(1,398,708.98)	50	(2,586,705.00)
Other taxes	2,450,000.00	.00	2,450,000.00	144,934.03	.00	1,481,978.83	968,021.17	60	2,828,921.28
Intergovernmental charges for services	40,000.00	.00	40,000.00	192.81	.00	45,256.10	(5,256.10)	113	42,440.04
Miscellaneous revenue	22,000.00	.00	22,000.00	7,933.66	.00	28,017.32	(6,017.32)	127	29,005.90
Interest & investment earnings	1,008,000.00	.00	1,008,000.00	14,815.22	.00	434,383.00	573,617.00	43	1,148,688.25
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	2,588.00
REVENUE TOTALS	\$722,582.00	\$0.00	\$722,582.00	(\$65,242.45)	\$0.00	\$590,926.23	\$131,655.77	82%	\$1,464,938.47
EXPENSE									
Personnel services	273,516.00	.00	273,516.00	18,452.88	.00	122,042.97	151,473.03	45	253,350.49
Fringe benefits and taxes	124,183.00	.00	124,183.00	9,387.18	.00	59,270.09	64,912.91	48	115,520.75
Operations and maintenance	93,755.00	.00	93,755.00	13,389.94	277.00	53,721.24	39,756.76	58	85,186.10
Utilities	500.00	.00	500.00	37.90	.00	189.50	310.50	38	702.03
Chargebacks	31,428.00	.00	31,428.00	2,258.39	.00	14,206.05	17,221.95	45	28,336.78
Contracted services	38,400.00	.00	38,400.00	3,200.37	.00	20,858.59	17,541.41	54	33,026.53
Other	160,800.00	.00	160,800.00	435.63	.00	79,240.99	81,559.01	49	149,714.94
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$722,582.00	\$0.00	\$722,582.00	\$47,162.29	\$277.00	\$349,529.43	\$372,775.57	48%	\$665,837.62
Fund 100 - GF Totals									
REVENUE TOTALS	722,582.00	.00	722,582.00	(65,242.45)	.00	590,926.23	131,655.77	82	1,464,938.47
EXPENSE TOTALS	722,582.00	.00	722,582.00	47,162.29	277.00	349,529.43	372,775.57	48	665,837.62
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$112,404.74)	(\$277.00)	\$241,396.80	(\$241,119.80)		\$799,100.85
Grand Totals									
REVENUE TOTALS	722,582.00	.00	722,582.00	(65,242.45)	.00	590,926.23	131,655.77	82	1,464,938.47
EXPENSE TOTALS	722,582.00	.00	722,582.00	47,162.29	277.00	349,529.43	372,775.57	48	665,837.62
Grand Totals	\$0.00	\$0.00	(\$722,582.00)	(\$112,404.74)	(\$277.00)	\$241,396.80	(\$241,119.80)		\$799,100.85

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF APRIL

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of April 30, 2011.

Associated Bank and Chase Bank	\$7,992,235.99
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$118,380.76
Emergency Fund	(\$17,575.28)
NSF Checks Redeposited	\$354.14
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$1,495.50)
UMR Sweep Account	(\$273,400.64)
Bank Error(s)	\$0.00
Total	\$7,818,499.47
Less Outstanding Checks	(\$5,640,477.44)
Other Reconcilable Items	\$0.00
Balance Per County	\$2,178,022.03

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of April 30, 2011.

	2010	2011
Year-to-Date Interest Received	\$426,726.06	\$303,842.67
Interest Received-Current Month	\$149,086.32	\$108,324.93
Year-to-Date Interest Unrestricted Funds	<u>\$575,812.38</u>	<u>\$412,167.60</u>
Working Capital Reserves Invested	\$122,053,769.63	\$127,234,248.39
Restricted Investments	\$8,714,475.98	\$23,431,555.71
Total Funds Invested	<u>\$130,768,245.61</u>	<u>\$150,665,804.10</u>
Certificates of Deposits	\$17,100,000.00	\$14,600,000.00
Treas-Gov't Agencies	\$42,487,742.80	\$46,021,030.35
Commercial Paper	\$0.00	
Money Mkt-Pool	\$71,180,502.81	\$90,044,773.75
Total	<u>\$130,768,245.61</u>	<u>\$150,665,804.10</u>

Rate of Return: 1.424% 0.859%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of April 30, 2011. Statement of Investments for the month of April have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MAY

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of May 31, 2011.

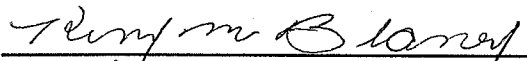
Associated Bank and Chase Bank	\$2,676,371.07
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	(\$61,916.19)
Emergency Fund	(\$15,670.31)
NSF Checks Redeposited	\$399.14
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$20,057.51)
UMR Sweep Account	(\$347,360.94)
Bank Error(s)	\$0.00
Total	\$2,231,765.26
Less Outstanding Checks	(\$2,717,484.64)
Other Reconcilable Items	\$0.00
Balance Per County	(\$485,719.38)

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of May 31, 2011.

	2010	2011
Year-to-Date Interest Received	\$575,812.38	\$412,167.00
Interest Received-Current Month	\$175,531.32	\$140,466.00
Year-to-Date Interest Unrestricted Funds	<u>\$751,343.70</u>	<u>\$552,633.00</u>
Working Capital Reserves Invested	\$118,467,792.21	\$123,518,410.97
Restricted Investments	\$8,423,096.54	\$33,849,445.65
Total Funds Invested	<u>\$126,890,888.75</u>	<u>\$157,367,856.62</u>
Certificates of Deposits	\$16,600,000.00	\$13,850,000.00
Treas-Gov't Agencies	\$40,014,656.76	\$47,128,994.71
Commercial Paper	\$0.00	
Money Mkt-Pool	\$70,276,231.99	\$96,388,861.91
Total	<u>\$126,890,888.75</u>	<u>\$157,367,856.62</u>

Rate of Return: 1.253% 0.979%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of May 31, 2011. Statement of Investments for the month of May have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Brown County Clerk Budget Status Report

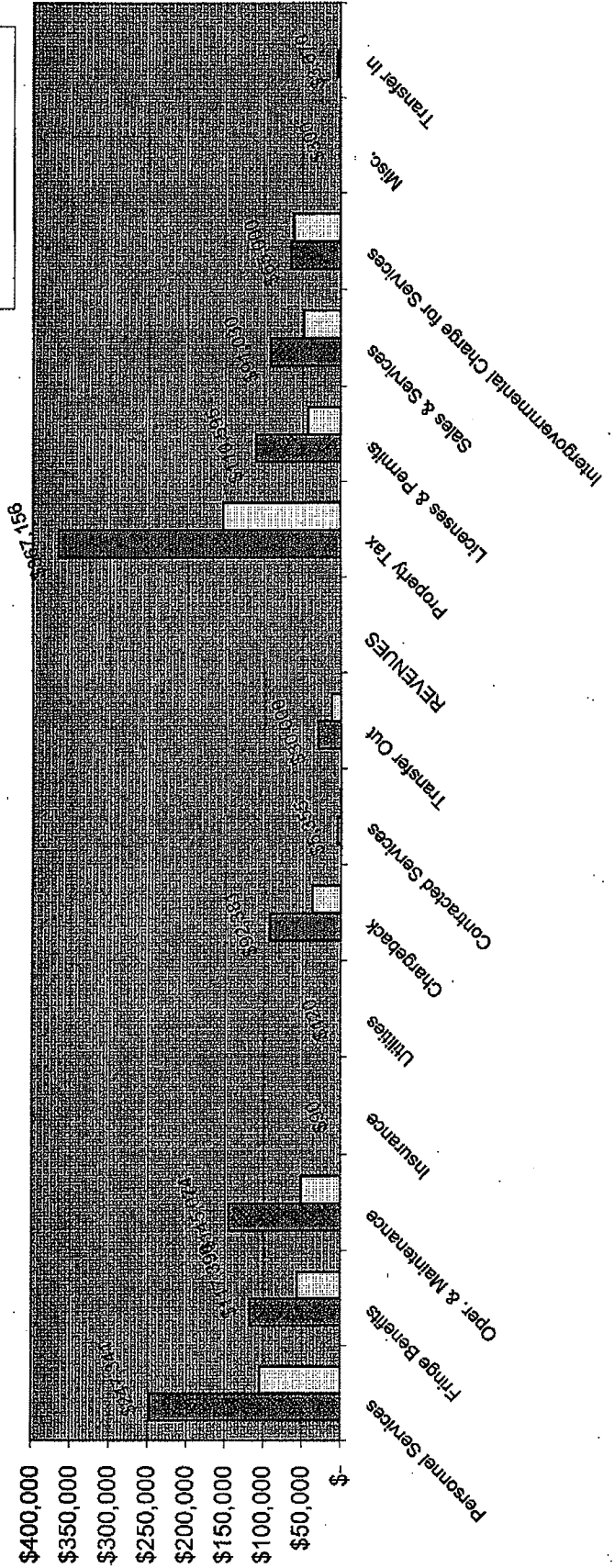
HIGHLIGHTS - January-May of Fiscal Year (42%)

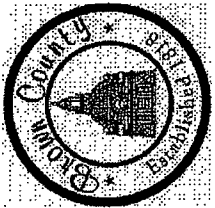
Expenditures: All categories of Expenditures are at 42% of Adopted Budget or lower than estimate with the exception Personnel Services and Fringe Benefits which were impacted by the Supreme Court Justice Recount.

Revenues: Revenues for Licenses and Permits are at 39% level. Sales and Services is at 53% of Budget due to a steady volume of Passport Services. Intergovernmental Charges are at 94% because invoices from Spring Elections have been deposited. Miscellaneous exceeds 100% because we received payment from the DNR for Optical Scanning use. Transfer In will remain at zero until the administrative fees earned from Dog Licences are received at the end of the year.

May 31, 2011	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Services	\$ 247,341	\$ 104,482	42%
Fringe Benefits	\$ 117,390	\$ 55,937	48%
Oper. & Maintenance	\$ 145,074	\$ 51,174	35%
Insurance	\$ 90	\$ 24	27%
Utilities	\$ 120	\$ -	0%
Chargeback	\$ 92,381	\$ 37,401	40%
Contracted Services	\$ 5,355	\$ 1,260	24%
Transfer Out	\$ 30,000	\$ 12,500	42%
REVENUES			
Property Tax	\$ 367,156	\$ 152,982	42%
Licenses & Permits	\$ 110,595	\$ 42,782	39%
Sales & Services	\$ 91,030	\$ 47,966	53%
Intergovernmental Charge for Services	\$ 65,000	\$ 61,262	94%
Misc.	\$ 300	\$ 455	152%
Transfer In	\$ 3,670	\$ -	0%

County Clerk - May 31, 2011

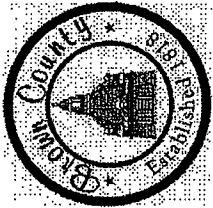




County Clerk

Fiscal Year to Date 05/31/11
Exclude Rollup Account

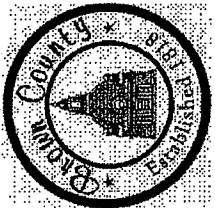
Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	367,156.00	.00	367,156.00	30,596.34	.00	152,981.70	214,174.30	42%	393,496.00
	<i>Property taxes Totals</i>	<i>\$367,156.00</i>	<i>\$0.00</i>	<i>\$367,156.00</i>	<i>\$30,596.34</i>	<i>\$0.00</i>	<i>\$152,981.70</i>	<i>\$214,174.30</i>	<i>42%</i>	<i>\$393,496.00</i>
Licenses & permits										
4400.194	Permits Work permit	2,000.00	.00	2,000.00	210.00	.00	812.50	1,187.50	41%	2,457.50
4400.195	Permits Alarm permits	20,440.00	.00	20,440.00	84.00	.00	17,330.00	3,110.00	85%	19,875.00
4401.192	Licenses Marriage License	87,605.00	.00	87,605.00	8,550.00	.00	24,640.00	62,965.00	28%	88,170.00
4401.193	Licenses Domestic partnership	550.00	.00	550.00	.00	.00	.00	550.00	0%	55.00
	<i>Licenses & permits Totals</i>	<i>\$110,595.00</i>	<i>\$0.00</i>	<i>\$110,595.00</i>	<i>\$8,844.00</i>	<i>\$0.00</i>	<i>\$42,782.50</i>	<i>\$67,812.50</i>	<i>41%</i>	<i>\$110,557.50</i>
Charges for sales and services										
4600.190	Charges and fees Passport	90,000.00	.00	90,000.00	5,861.58	.00	47,269.48	42,730.52	53%	99,406.70
4601.012	Sales Copy machine use	225.00	.00	225.00	.00	.00	289.75	(64.75)	129%	430.00
4601.196	Sales Directory	700.00	.00	700.00	4.74	.00	4.74	695.26	1%	809.48
4609	Miscellaneous public charges	105.00	.00	105.00	277.00	.00	402.00	(297.00)	383%	2,916.30
	<i>Charges for sales and services Totals</i>	<i>\$91,030.00</i>	<i>\$0.00</i>	<i>\$91,030.00</i>	<i>\$6,143.32</i>	<i>\$0.00</i>	<i>\$47,965.97</i>	<i>\$43,064.03</i>	<i>53%</i>	<i>\$103,562.48</i>
Intergovernmental charges for services										
4700	Intergovt charges	65,000.00	.00	65,000.00	61,201.58	.00	61,261.58	3,738.42	94%	97,777.63
	<i>Intergovernmental charges for services Totals</i>	<i>\$65,000.00</i>	<i>\$0.00</i>	<i>\$65,000.00</i>	<i>\$61,201.58</i>	<i>\$0.00</i>	<i>\$61,261.58</i>	<i>\$3,738.42</i>	<i>94%</i>	<i>\$97,777.63</i>
Miscellaneous revenue										
4900	Miscellaneous	300.00	.00	300.00	435.00	.00	455.00	(155.00)	152%	496.00
	<i>Miscellaneous revenue Totals</i>	<i>\$300.00</i>	<i>\$0.00</i>	<i>\$300.00</i>	<i>\$435.00</i>	<i>\$0.00</i>	<i>\$455.00</i>	<i>(\$155.00)</i>	<i>152%</i>	<i>\$496.00</i>
Transfer in										
9002	Transfer in	3,670.00	.00	3,670.00	.00	.00	.00	3,670.00	0%	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	2,440.00
	<i>Transfer in Totals</i>	<i>\$3,670.00</i>	<i>\$0.00</i>	<i>\$3,670.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,670.00</i>	<i>0%</i>	<i>\$2,440.00</i>
	<i>Department 019 - County Clerk Totals</i>	<i>\$637,751.00</i>	<i>\$0.00</i>	<i>\$637,751.00</i>	<i>\$107,220.24</i>	<i>\$0.00</i>	<i>\$305,446.75</i>	<i>\$332,304.25</i>	<i>42%</i>	<i>\$708,329.61</i>
	REVENUE TOTALS	\$637,751.00	\$0.00	\$637,751.00	\$107,220.24	\$0.00	\$305,446.75	\$332,304.25	42%	\$708,329.61
EXPENSE										
Department 019 - County Clerk										
Personnel services										
5100	Regular earnings	246,333.00	.00	246,333.00	21,499.48	.00	95,093.64	151,239.36	39%	221,554.27
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	697.77	.00	6,361.20	(6,361.20)	+++	20,323.42
5103.000	Premium Overtime	1,008.00	.00	1,008.00	979.84	.00	3,026.86	(2,018.86)	300%	2,544.31
	<i>Personnel services Totals</i>	<i>\$247,341.00</i>	<i>\$0.00</i>	<i>\$247,341.00</i>	<i>\$23,177.09</i>	<i>\$0.00</i>	<i>\$104,481.70</i>	<i>\$142,859.30</i>	<i>39%</i>	<i>\$244,422.00</i>
Fringe benefits and taxes										
5110.100	Fringe benefits FICA	18,427.00	.00	18,427.00	1,683.19	.00	7,544.12	10,882.88	41%	17,766.62
5110.110	Fringe benefits Unemployment compensation	1,238.00	.00	1,238.00	103.16	.00	515.88	722.12	42%	.00
5110.200	Fringe benefits Health Insurance	60,088.00	.00	60,088.00	6,074.04	.00	31,888.69	28,199.31	53%	63,889.19



County Clerk

Fiscal Year to Date 05/31/11
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF	EXPENSE									
Department 019 - County Clerk										
Fringe benefits and taxes										
5110.210	Fringe benefits Dental Insurance	5,315.00	.00	5,315.00	435.82	.00	2,288.05	3,026.95	43	5,117.96
5110.220	Fringe benefits Life Insurance	785.00	.00	785.00	73.09	.00	336.90	448.10	43	707.10
5110.230	Fringe benefits LT disability Insurance	891.00	.00	891.00	.00	.00	.00	891.00	0	.00
5110.235	Fringe benefits Disability Insurance	1,913.00	.00	1,913.00	228.41	.00	1,142.02	770.98	60	2,009.28
5110.240	Fringe benefits Workers compensation Insurance	38.00	.00	38.00	3.17	.00	15.81	22.19	42	305.00
5110.300	Fringe benefits Retirement	12,615.00	.00	12,615.00	1,248.43	.00	6,319.87	6,295.13	50	14,290.45
5110.310	Fringe benefits Retirement credit	16,080.00	.00	16,080.00	1,177.81	.00	5,886.13	10,193.87	37	13,132.45
	Fringe benefits and taxes Totals	\$117,390.00	\$0.00	\$117,390.00	\$11,027.12	\$0.00	\$55,937.47	\$61,452.53	41%	\$117,218.05
Operations and maintenance										
5300	Supplies	.00	.00	.00	642.93	.00	1,445.65	(1,445.65)	+++	.00
5300.001	Supplies Office	6,000.00	.00	6,000.00	.00	.00	688.92	5,311.08	11	6,275.73
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	2,737.00
5300.004	Supplies Postage	9,200.00	.00	9,200.00	60.37	.00	3,272.55	5,927.45	36	7,348.71
5303	Copy expense	3,600.00	.00	3,600.00	65.00	.00	469.43	3,130.57	13	1,453.32
5304	Printing	2,350.00	.00	2,350.00	.00	.00	322.44	2,027.56	14	1,531.62
5304.100	Printing Forms	40,000.00	.00	40,000.00	.00	.00	330.83	39,669.17	1	42,225.80
5305	Dues and memberships	220.00	.00	220.00	.00	.00	50.00	170.00	23	145.00
5306.100	Maintenance agreement Software	13,279.00	.00	13,279.00	1,085.96	.00	5,429.83	7,849.17	41	12,647.25
5307.100	Repairs and maintenance Equipment	5,200.00	.00	5,200.00	.00	.00	177.00	5,023.00	3	.00
5310	Advertising and public notice	62,000.00	.00	62,000.00	658.76	.00	38,335.95	23,664.05	62	74,268.46
5330	Books, periodicals, subscription	925.00	.00	925.00	.00	.00	54.50	870.50	6	872.06
5340	Travel and training	2,300.00	.00	2,300.00	209.31	.00	596.84	1,703.16	26	1,062.86
	Operations and maintenance Totals	\$145,074.00	\$0.00	\$145,074.00	\$2,722.33	\$0.00	\$51,173.94	\$93,900.06	+++	\$150,567.81
Insurance costs										
5410.400	Insurance Bond	90.00	.00	90.00	4.86	.00	24.34	65.66	27	.00
	Insurance costs Totals	\$90.00	\$0.00	\$90.00	\$4.86	\$0.00	\$24.34	\$65.66	27%	\$0.00
Utilities										
5505	Telephone	120.00	.00	120.00	.00	.00	.00	120.00	0	681.31
	Utilities Totals	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0%	\$681.31
Chargebacks										
5600	Indirect cost	62,577.00	.00	62,577.00	5,214.75	.00	26,073.75	36,503.25	42	57,708.00
5601.100	Intra-county expense Information services	28,741.00	.00	28,741.00	2,241.33	.00	10,884.83	17,856.17	38	27,067.87
5601.200	Intra-county expense Insurance	1,063.00	.00	1,063.00	88.58	.00	442.94	620.06	42	1,008.00
	Chargebacks Totals	\$92,381.00	\$0.00	\$92,381.00	\$7,544.66	\$0.00	\$37,401.52	\$54,979.48	42%	\$85,783.87
Contracted services										
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	5,355.00
5708	Professional services	.00	.00	.00	1,260.00	.00	1,260.00	(1,260.00)	+++	.00



County Clerk

Fiscal Year to Date 05/31/11
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 019 - County Clerk										
Transfer out										
9003										
	Contracted services Totals	\$5,355.00	\$0.00	\$5,355.00	\$1,260.00	\$0.00	\$1,260.00	\$4,095.00	0%	\$5,355.00
	Transfer out Totals	30,000.00	.00	30,000.00	2,500.00	.00	12,500.00	17,500.00	42	29,520.00
	Department 019 - County Clerk Totals	\$30,000.00	\$0.00	\$30,000.00	\$2,500.00	\$0.00	\$12,500.00	\$17,500.00	42%	\$29,520.00
	EXPENSE TOTALS	\$637,751.00	\$0.00	\$637,751.00	\$48,236.06	\$0.00	\$262,778.97	\$374,972.03	39%	\$633,548.04
		\$637,751.00	\$0.00	\$637,751.00	\$48,236.06	\$0.00	\$262,778.97	\$374,972.03	39%	\$633,548.04
Fund 100 - GF Totals										
REVENUE TOTALS		637,751.00	.00	637,751.00	107,220.24	.00	305,446.75	332,304.25	48	708,329.61
EXPENSE TOTALS		637,751.00	.00	637,751.00	48,236.06	.00	262,778.97	374,972.03	41	633,548.04
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$58,984.18	\$0.00	\$42,667.78	(\$42,667.78)		\$74,781.57
Grand Totals										
REVENUE TOTALS		637,751.00	.00	637,751.00	107,220.24	.00	305,446.75	332,304.25	48	708,329.61
EXPENSE TOTALS		637,751.00	.00	637,751.00	48,236.06	.00	262,778.97	374,972.03	41	633,548.04
Grand Totals		\$0.00	\$0.00	\$0.00	\$58,984.18	\$0.00	\$42,667.78	(\$42,667.78)		\$74,781.57